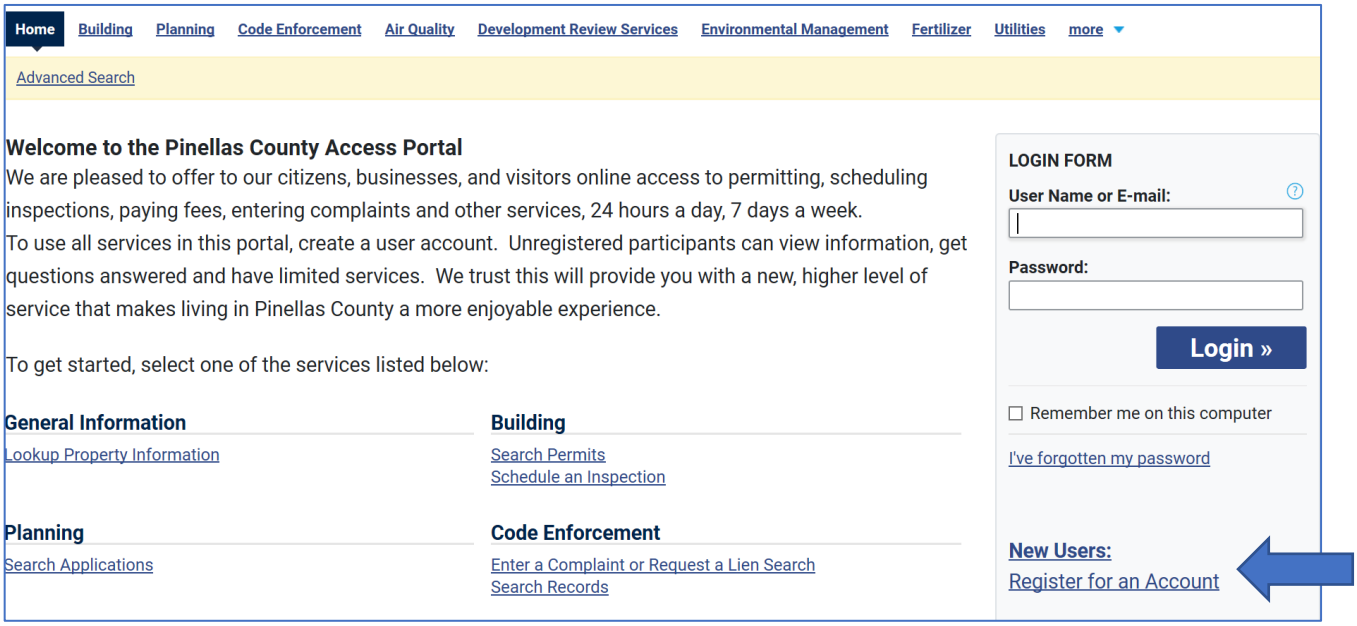
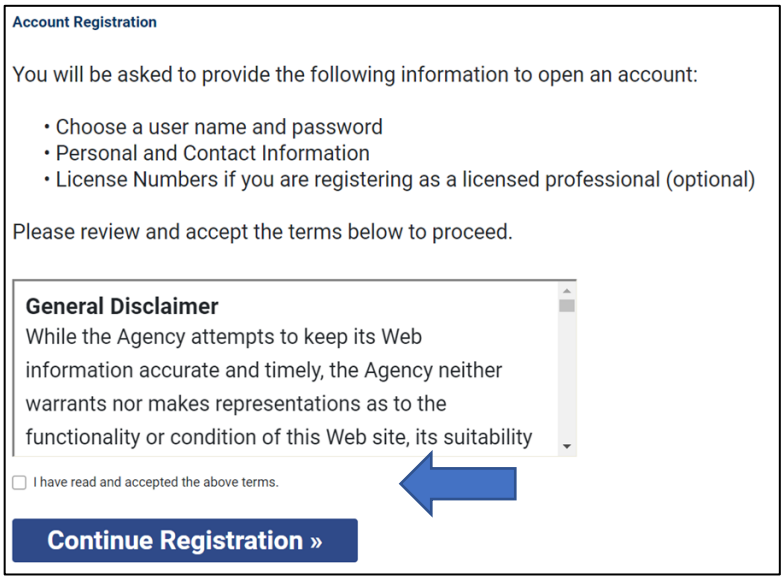
Access Portal Instructions

Create an Account

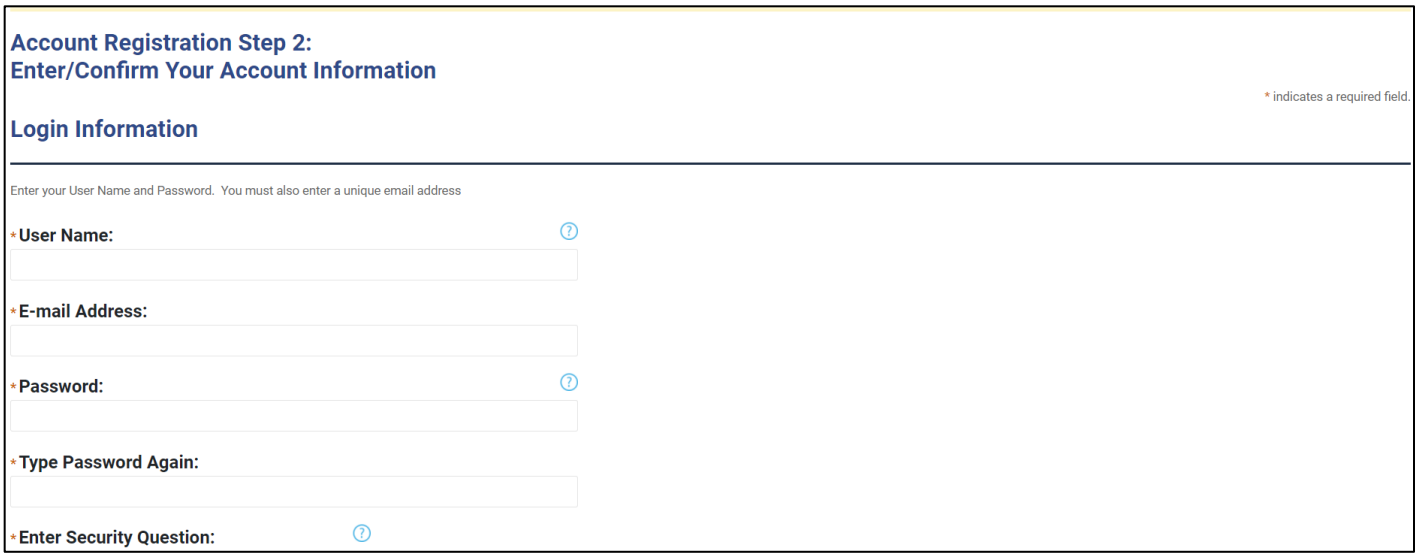
STEP 1: On the Welcome page, select **New Users: Register for an Account**



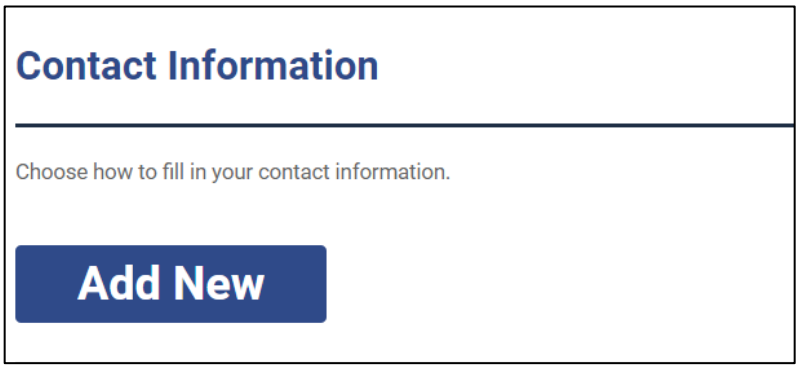
STEP 2: To continue registration, **read and accept the General Disclaimer**



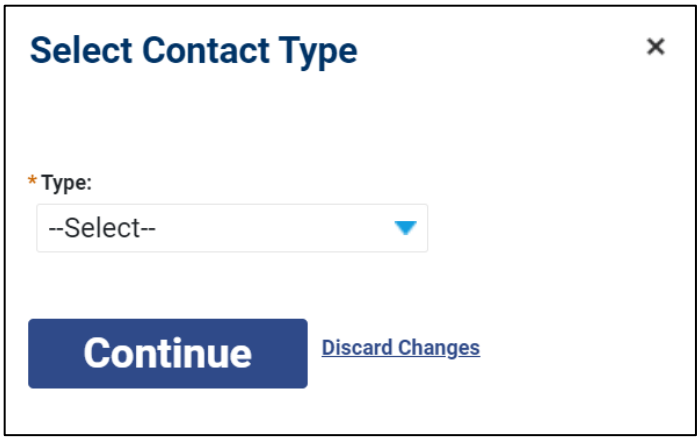
STEP 3: Complete all required fields



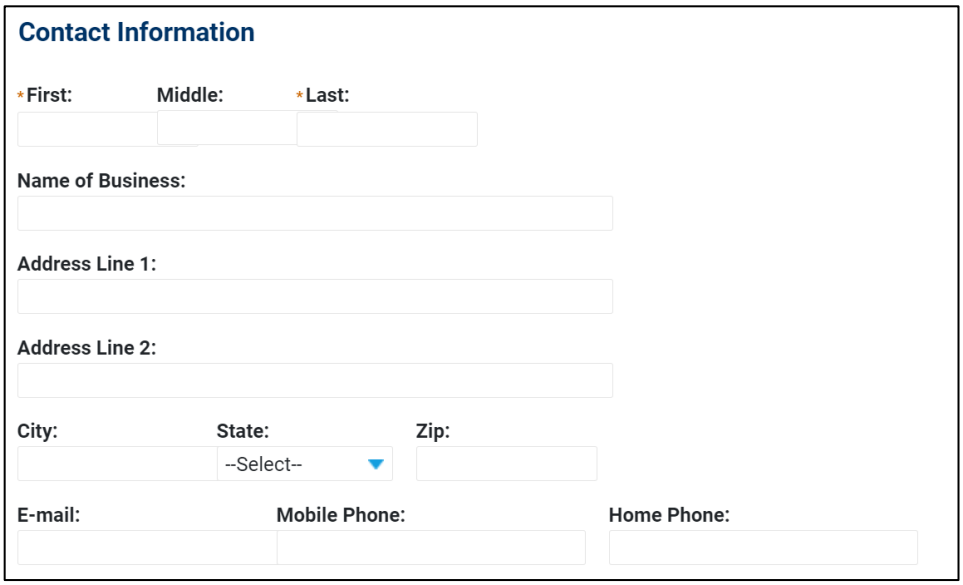
STEP 4: Click **Add New**



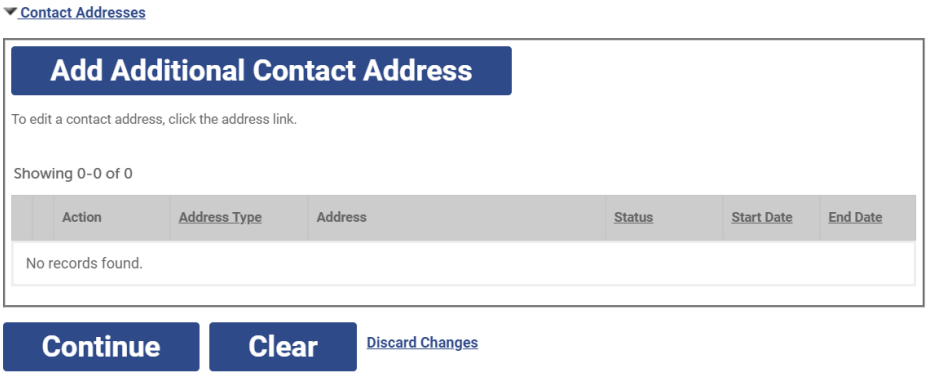
STEP 5: Click the dropdown arrow, select the **Contact Type** and then click continue

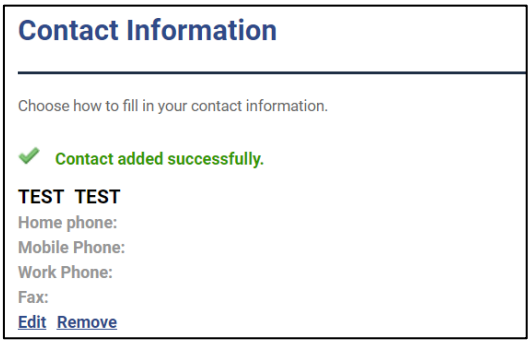


STEP 6: Complete the required contact information

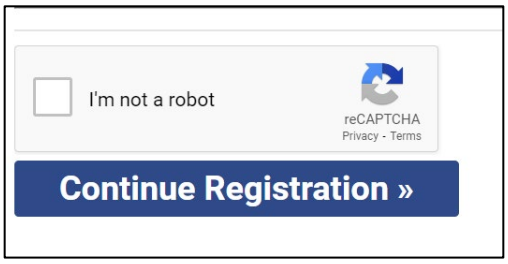


STEP 7: If applicable, **Add Additional Contact Addresses**. Then click continue. If completed correctly, "Contact added successfully" will appear.

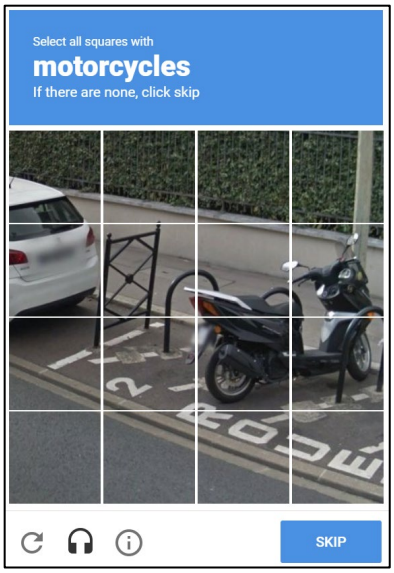


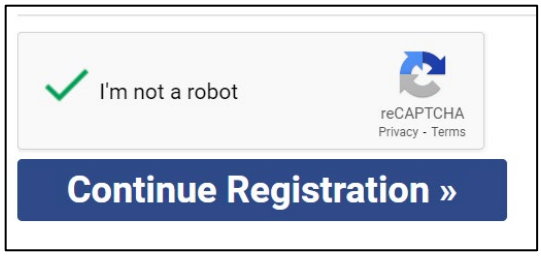
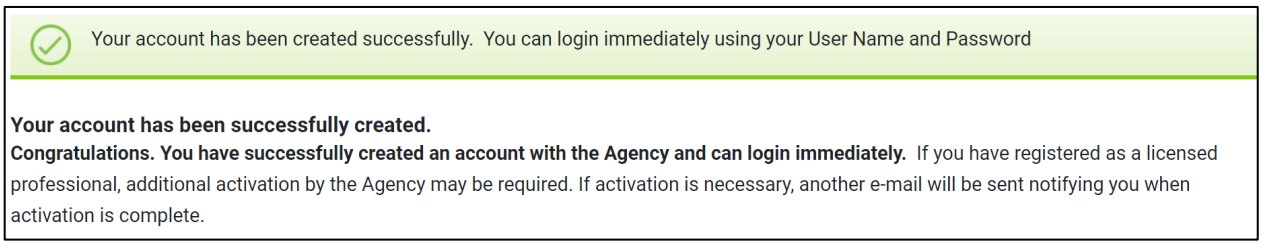


STEP 8: To continue, **accept the CAPTCHA** by clicking the *I'm not a robot* check box.



STEP 9: Follow the prompts as required. The image will vary and may require multiple screens. Once the system is satisfied, a green check mark will appear in the I am not a robot check box. Then click **Continue Registration**.





STEP 10: After completing all required information, a message will appear that states *Your account has been created successfully. You can login immediately using your User Name and Password*.