#### **GETTING STARTED TIPS / HINTS**

NOTE: It is important to understand that the Application and Registration processes are two different things. The initial Application process happens once. The following day after entering your Application you can come back to Register, at which point you will establish your username and password which then allows you to login to update your Application. <u>Until you complete the Registration process you will NOT have a user name and password to manage your application.</u>

It may seem counterintuitive but the workflow is: 1. Create your Application. 2. Register to create an account 3. Login to your account to manage your Application.

#### 1. Application

The first time you visit the Online Application you will use the Start Here button to enter your application information



At the end of the application process you are assigned a confirmation number. Please print the confirmation page or write down the confirmation number and keep it handy for the Registration process. You will need to wait until the following day to proceed with the Registration process.

## 2. Registration

The following day with your confirmation number handy, come back to the online application page and click on the Already Applied link



#### GETTING STARTED TIPS / HINTS

And then click the Register link to create your login

# Login

If this is your first time here, click the **Register** button below to create an account.

Login	Register	Forgot Password?

### 3. Login

You will use the username and password that was created during the registration process to login and manage your application.

# Login

If this is your first time here, click the **Register** button below to create an account.

