

## Create An Account Instructions

To use any of the menu options on our web-based system you are now required to create an account. This is similar to logging in to an Internet retailer to make a purchase .

### Process Steps:

1. Create an email address with an email provider if you have not already done so.
2. Go to the "Create an Account Page" - there are two (2) pages to complete.
3. On Page 1, you will be directed to enter your social security number and first and last name. You will then press the "continue" button, which will take you to Page 2.
4. On Page 2, you will provide your email address and then confirm the email address (in other words, you will enter it twice). Then, enter the user ID that you have selected, and finally, enter the password you have selected and confirm it.
5. Continuing on Page 2, you will select three (3) questions from the security question drop down list and enter your answer in the space provided.

*(NOTE: We suggest that you use one word answers, because, when you verify your identity, your answers will need to match the original answers you provided when you set up your account.)*

6. Click on the "create an account" button. You will come to a page that indicates:

**" Your Account has been successfully created."**

At this point you have completed creating an account. It is important that you remember your userID and password as you will need these to perform any tasks on the CTDOL web site.