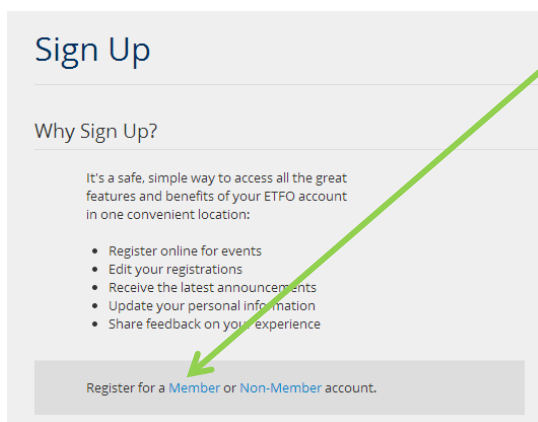


Account Creation

1. Click the **Sign In** Button located at the top right of your screen

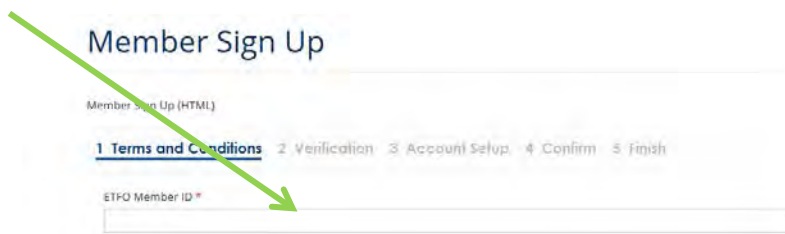


Because you do not have an account in the event management system, click on **Member** grey sign up area box to begin the account creation process



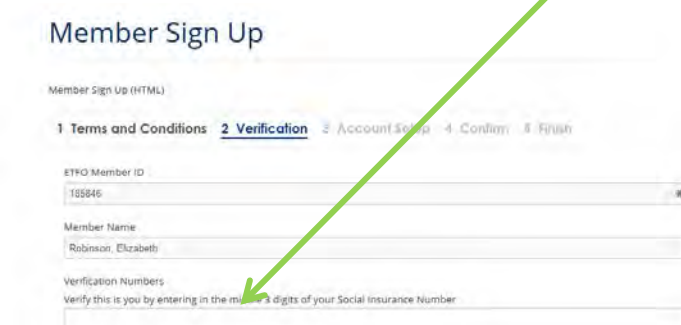
STEP 1 – TERMS AND CONDITIONS

In the **ETFO Member ID*** Box, enter your **ETFO Member ID**. Accept the **Terms and Conditions** and click **NEXT**



STEP 2 – VERIFICATION

When the next screen appears, enter the **middle three digits of your Social Insurance Number**. Click **NEXT**.



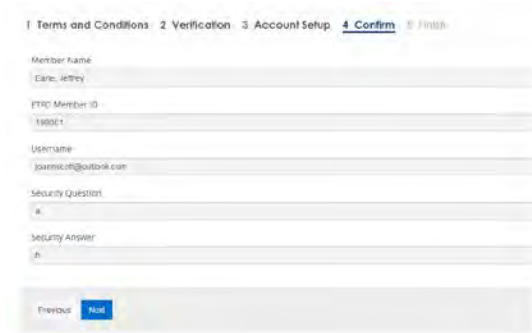
STEP 3 – ACCOUNT SETUP

This screen is where you enter your username, create a password, and confirm password by entering it a second time... Enter a security question and answer and click **NEXT**. **Your username must be a VALID email address.**



STEP 4 – CONFIRM

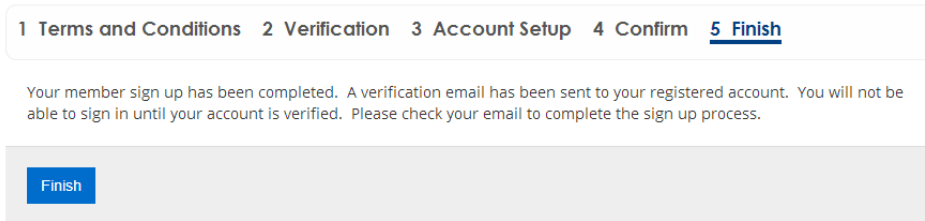
Confirm the information you entered is correct. **Click Next** to continue or **Previous** to make a change.



The screenshot shows a registration form with the following fields: Member Name (Eline, Jeffrey), ETFO Member ID (18001), Username (joannehoff@outlook.com), Security Question (K), and Security Answer (J). At the bottom, there are 'Previous' and 'Next' buttons.

STEP 5 – FINISH

You should see the following message: “Your account has been created and you may log in to register for an event.”



The screenshot shows a confirmation message: "Your member sign up has been completed. A verification email has been sent to your registered account. You will not be able to sign in until your account is verified. Please check your email to complete the sign up process." Below the message is a blue 'Finish' button.

STEP 6 – ACCOUNT VERIFICATION

Log in to the email account that you used in step 3. The verification email will be sent to you from the **ETFO EMS Team**. The subject line of the email will read: **Activate your ETFO EMS Account**. If you do not see the email within a few minutes, check the junk or spam folder. Click the **verify email** link. Upon clicking the link in your email, you will be directed to the following page indicating your account has been successfully verified. You may now log in!

