

Account Setup Guide

Create an Account

To create a new account, click on the **Create an Account** link. Input the **required information** like your **First Name**, **Last Name**, **Email**, **Location**, **Password** and **Password Confirmation**. Information such as your phone, cell phone, and title can also be put in. That information is not a necessity, however. If you already have your email linked to an account, then you will NOT be able to create an account. You will instead be guided to the **Reset Password** link to regain access to your previous account. Be sure before you try and create your password that you input the verification code located under the password creation section. **You will NOT be able to create an account until that code is put in correctly.**

Password Reset

To reset your password, all you simply have to do is enter the **Email** into the **required section**. If we are unable to find your email address, then you will be guided to the **Create an Account** link instead to create a new account. After you have inputted the required Email, you should receive a message that shows that a password reset link has been sent to your Email. **If you do not receive the Email by 30 minutes, check your spam as well in case the link was sent to there by mistake.**