



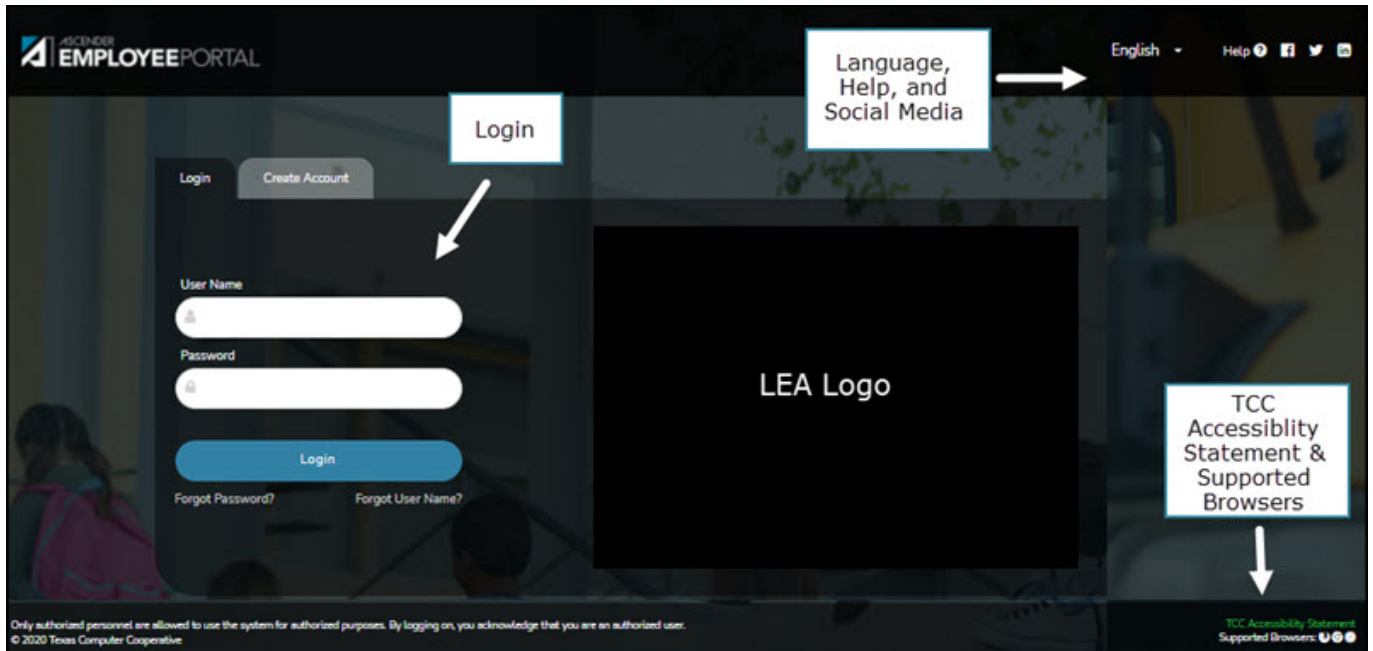
ASCENDER GUIDES



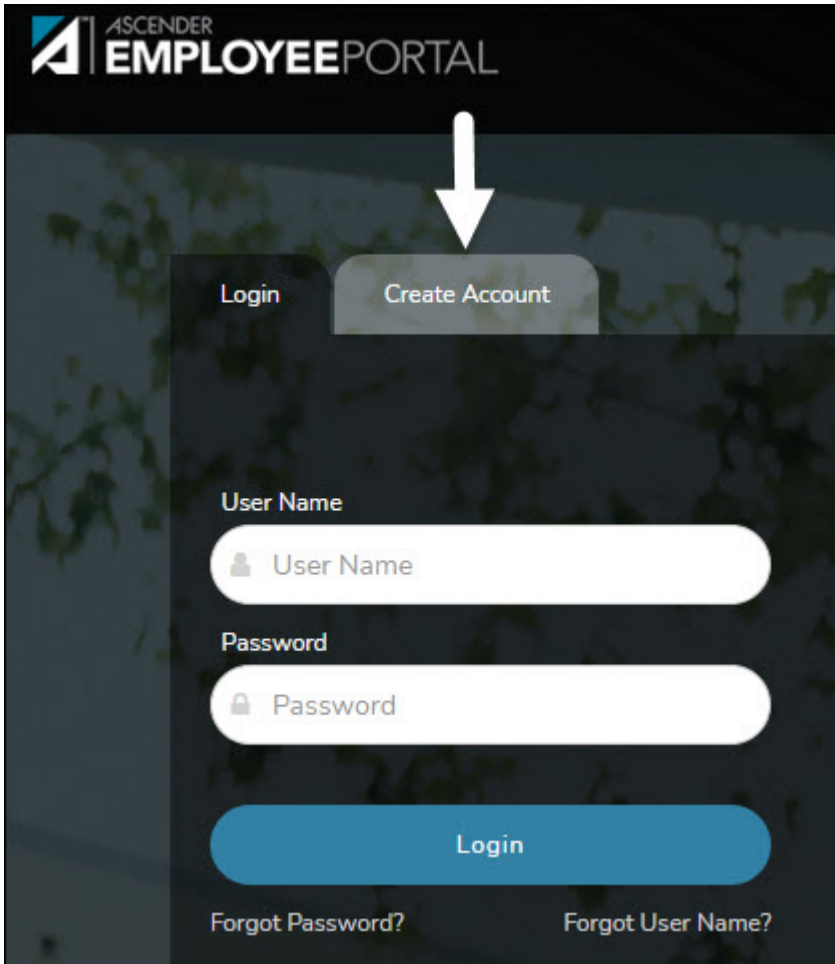
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ASCENDER MemberPortal > Create Account

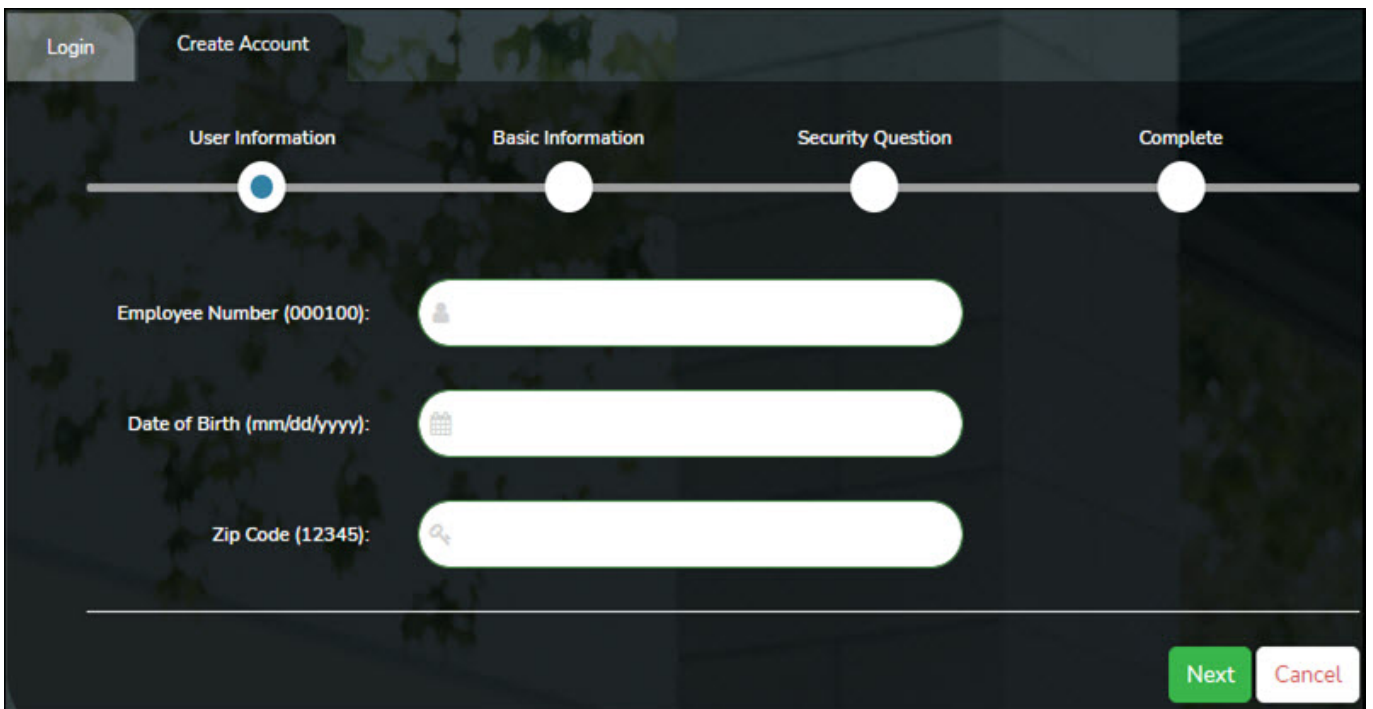
If you are a new user, access the MemberPortal link provided by your fiscal agent/LEA. When you access MemberPortal, the Login page is displayed.



☐ From the Login page, click **Create Account**.



User Information



Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the mm/dd/yyyy format.
Zip Code	Type your five-digit zip code.


☐ Click **Next**.

- The entered data is verified to ensure that you are authorized to use EmployeePortal.
- If you already created an account, a message is displayed prompting you to contact your personnel department.
- The **Employee Number** or **Social Security Number, Date of Birth, Zip Code, Last Name,** and **First Name** fields cannot be modified.

Basic Information

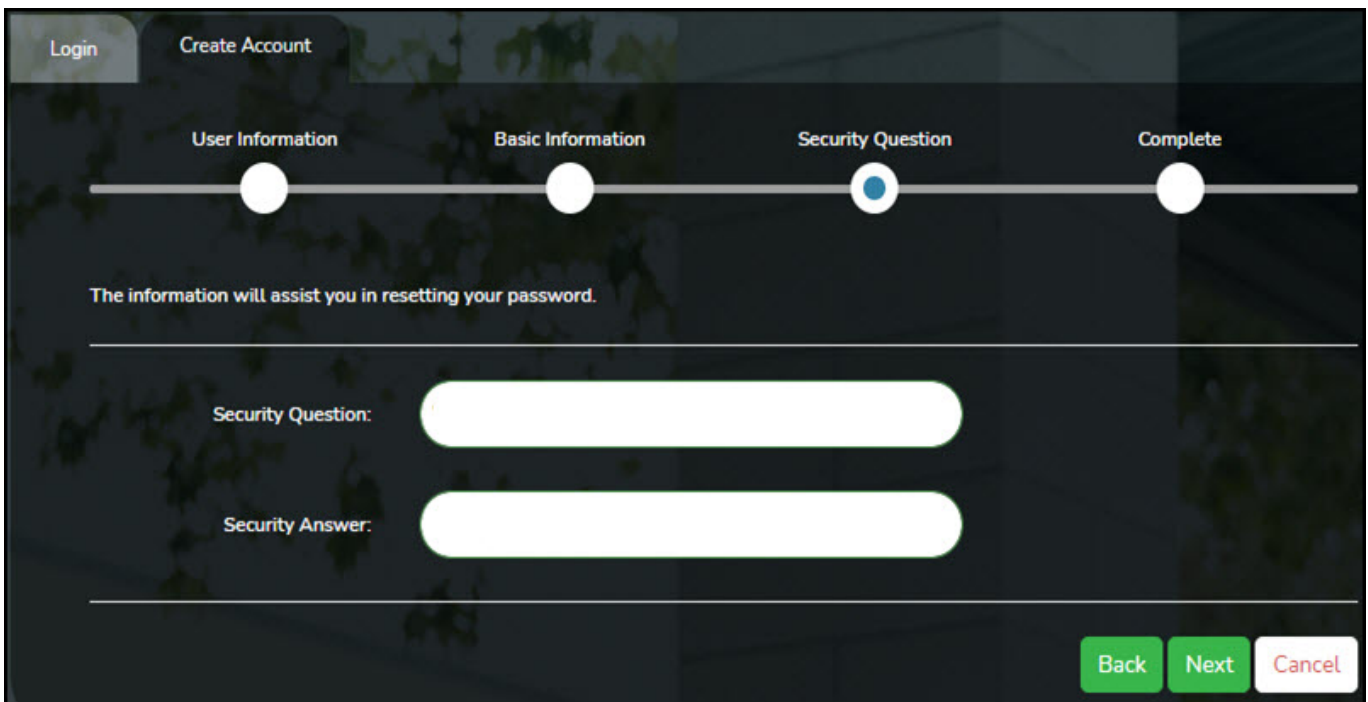
The screenshot displays the 'Basic Information' step of the account creation process. At the top, there are two tabs: 'Login' and 'Create Account'. Below the tabs is a progress bar with four steps: 'User Information', 'Basic Information' (the current step, indicated by a blue dot), 'Security Question', and 'Complete'. The main area contains several input fields with labels and icons: 'User Name' (with a person icon), 'Password' (with a key icon and a visibility toggle), 'Password Verification' (with a key icon and a visibility toggle), 'Work E-mail' (with an envelope icon), 'Work E-mail Verification' (with an envelope icon), 'Home E-mail' (with an envelope icon), and 'Home E-mail Verification' (with an envelope icon). At the bottom right, there are three buttons: 'Back' (green), 'Next' (green), and 'Cancel' (white with a red border).

User Name	Type a 6-25 character user name. (No embedded spaces are allowed.) The name must be unique within the LEA; it is not case-sensitive.
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Password	Type a new password. A show/hide toggle  allows you to view or mask the characters you are typing. Requirements: <ul style="list-style-type: none"> • 8-46 alphanumeric characters • Three of the following: uppercase, lowercase, numeric, and special characters • Case-sensitive
Password Verification	Retype the password that you typed in the Password field.
Work E-mail	Type the work email address if it does not display. If a work email address already exists, this field cannot be modified.
Work E-mail Verification	Retype the work email address that you typed in the Work E-mail field (if available for modification).
Home E-mail	Type the home email address if it does not display. If a home email address already exists, this field cannot be modified.
Home E-mail Verification	Retype the home email address that you typed in the Home E-mail field (if available for modification).

Click **Next**.

Security Question

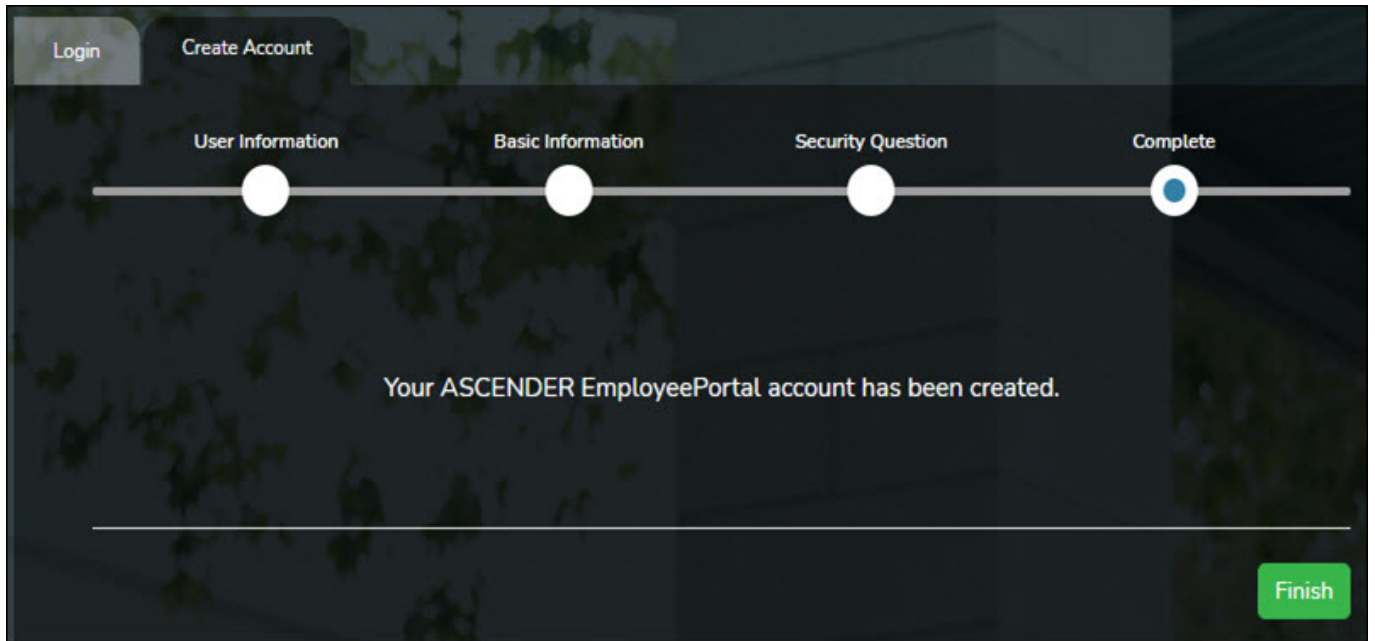


Security Question	Type a question you will be asked in the event that you forget your password at a later date.
Security Answer	Type the answer to the security question. This is case-sensitive.

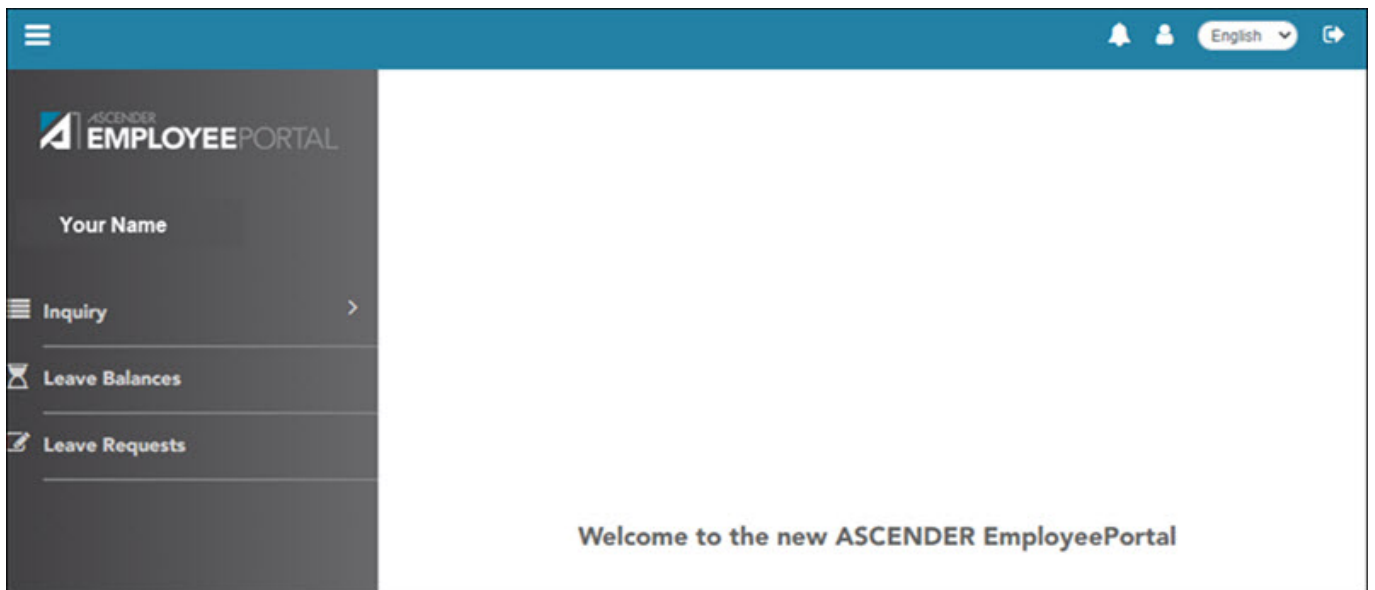
Click **Next**.

Complete

☐ Click **Finish**.



The ASCENDER MemberPortal home page is displayed indicating that you have successfully logged on to the portal.



You will receive a confirmation email message containing your user name.

Your LEA's name displays here.

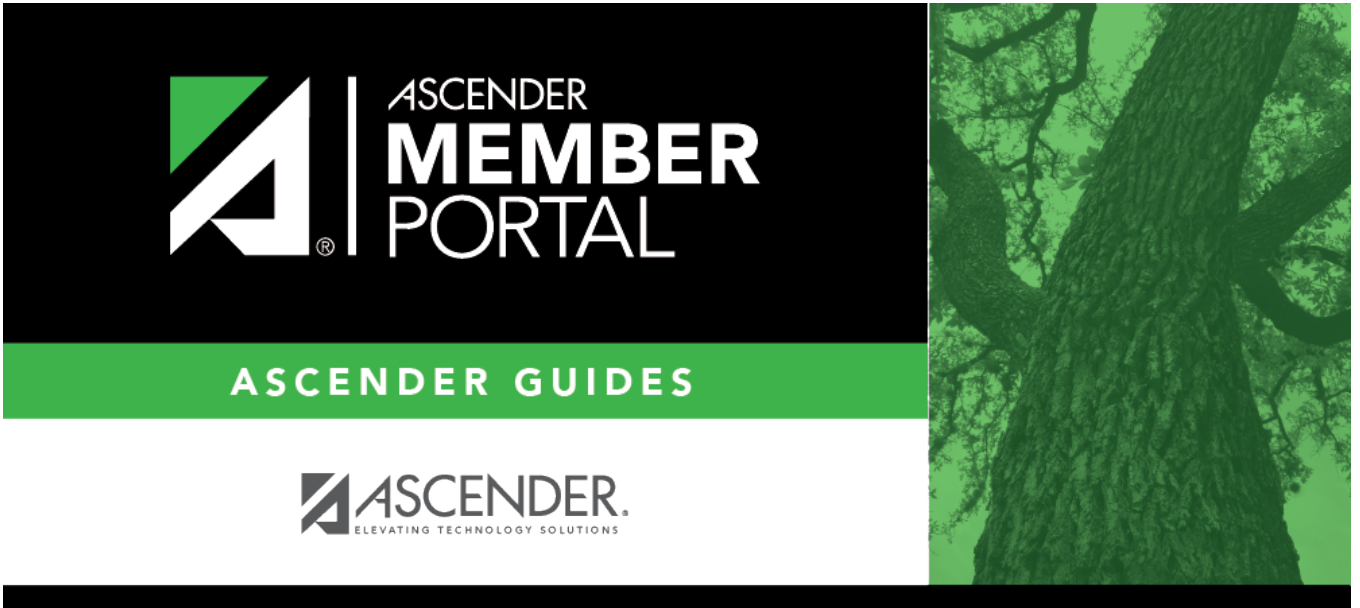


WELCOME TO

EMPLOYEE PORTAL

Thank you for Registering for Employee Portal. Your User ID is:

*****THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY*****



Back Cover