



ASCENDER GUIDES



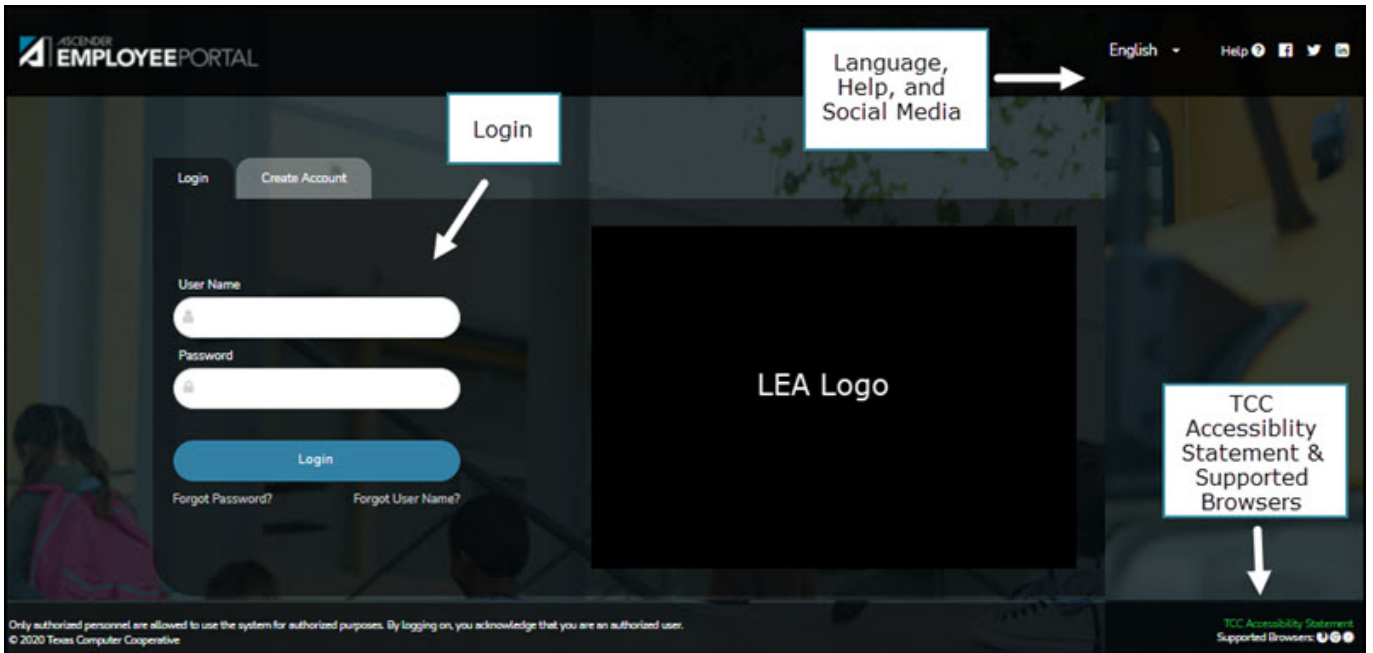


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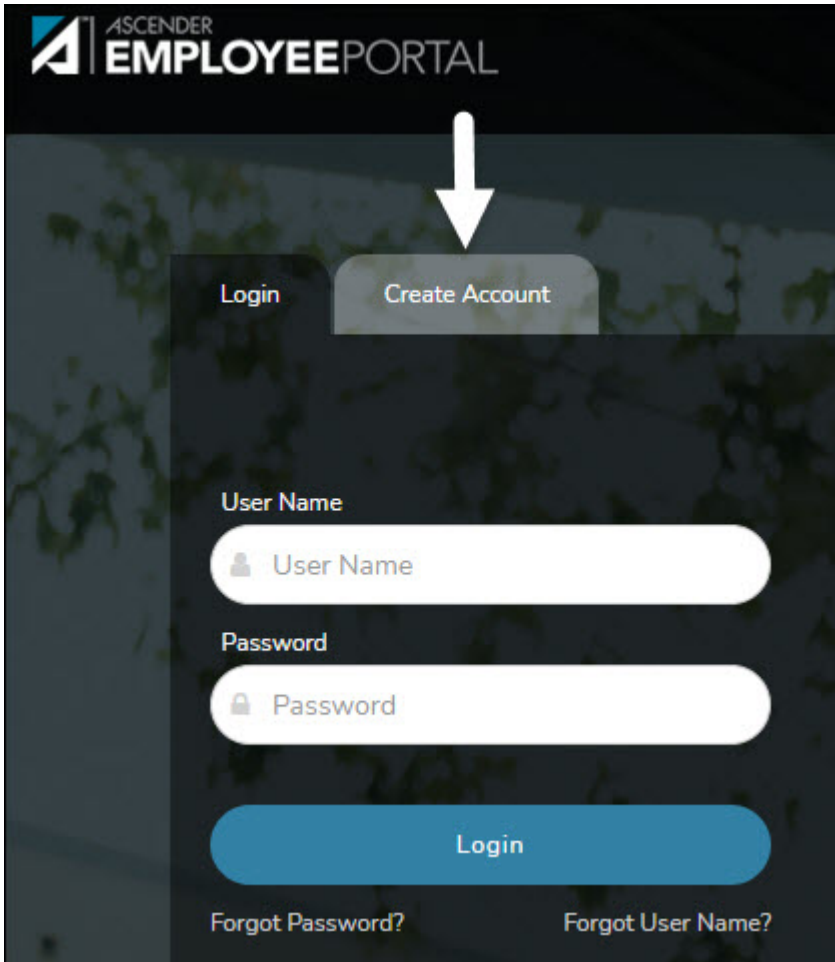


## ASCENDER MemberPortal > Create Account

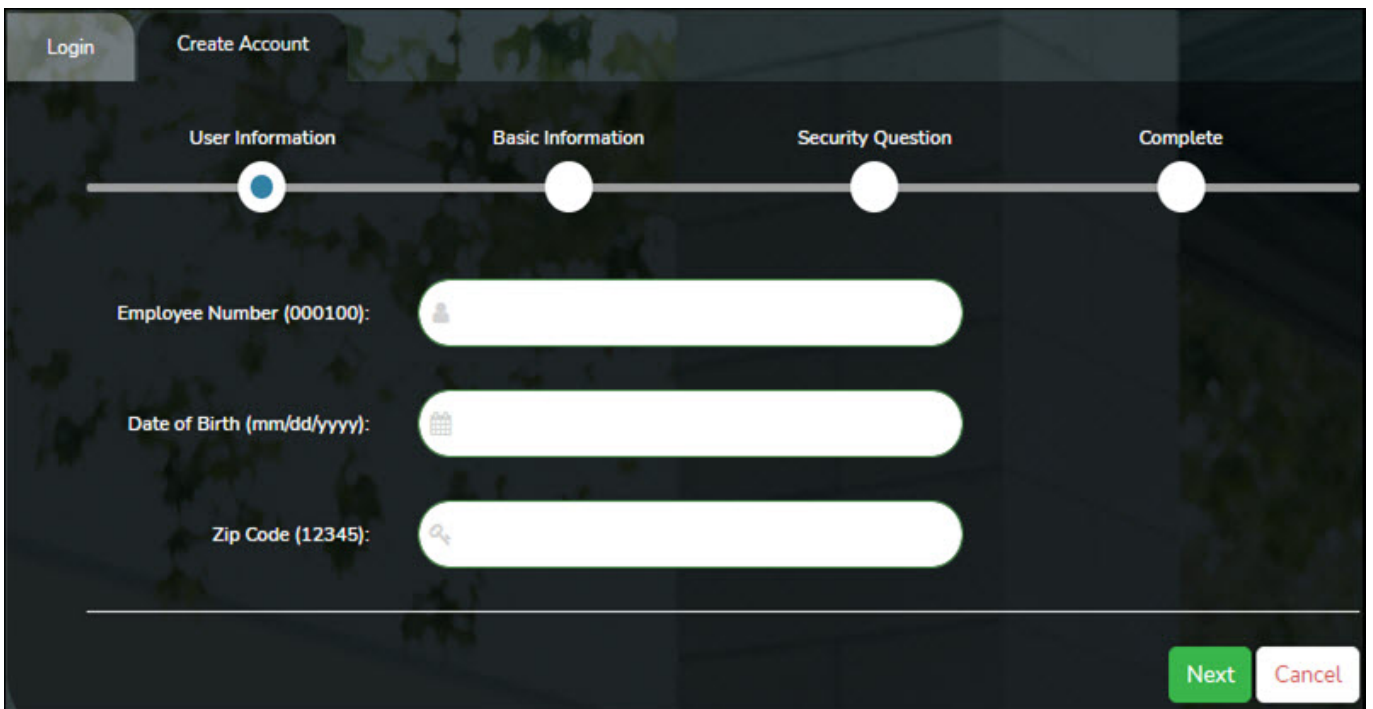
If you are a new user, access the MemberPortal link provided by your fiscal agent/LEA. When you access MemberPortal, the Login page is displayed.



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



**User Information**



<b>First Name</b>	Type your first name. The field can be a maximum of 50 characters.
<b>Last Name</b>	Type your last name. The field can be a maximum of 50 characters.
<b>E-mail</b>	Type your email address. The field can be a maximum of 45 characters.

☐ Click **Next**.


- The entered data is verified to ensure that you are authorized to use MemberPortal.
- If you already created an account, a message is displayed prompting you to contact your fiscal agent.

### Basic Information

The screenshot shows the 'Create Account' process in the ASCENDER MemberPortal. The 'Basic Information' step is active, indicated by a blue dot on the progress bar. The form contains the following fields:

- User Name: [Text input field]
- Password: [Text input field with show/hide toggle]
- Password Verification: [Text input field with show/hide toggle]
- Work E-mail: [Text input field]
- Work E-mail Verification: [Text input field]
- Home E-mail: [Text input field]
- Home E-mail Verification: [Text input field]

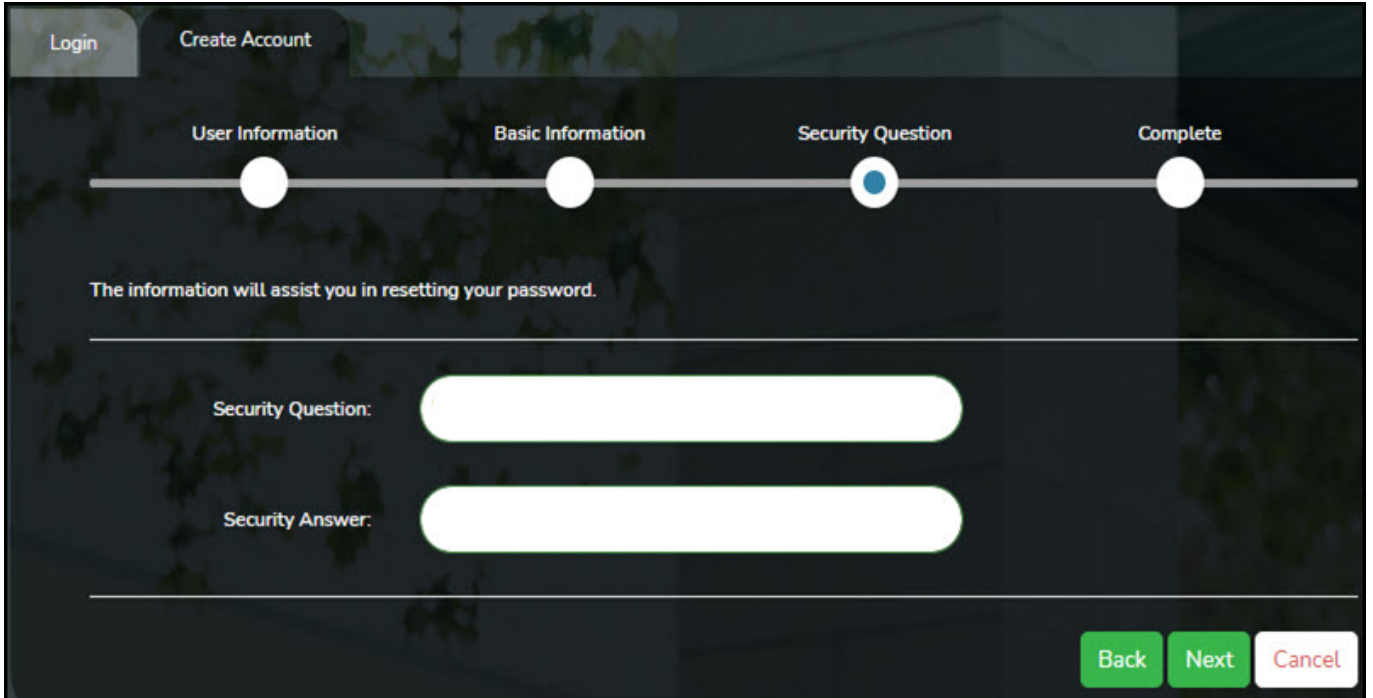
At the bottom right, there are three buttons: 'Back' (green), 'Next' (green), and 'Cancel' (white with red border).

<b>User Name</b>	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.
<b>Password</b>	<p>Type a new password.</p> <p>A show/hide toggle  allows you to view or mask the characters you are typing.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• 8-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>• Case-sensitive</li> </ul>

<b>Password Verification</b>	Retype the password that you typed in the <b>Password</b> field.
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Click **Next**.

**Security Question**



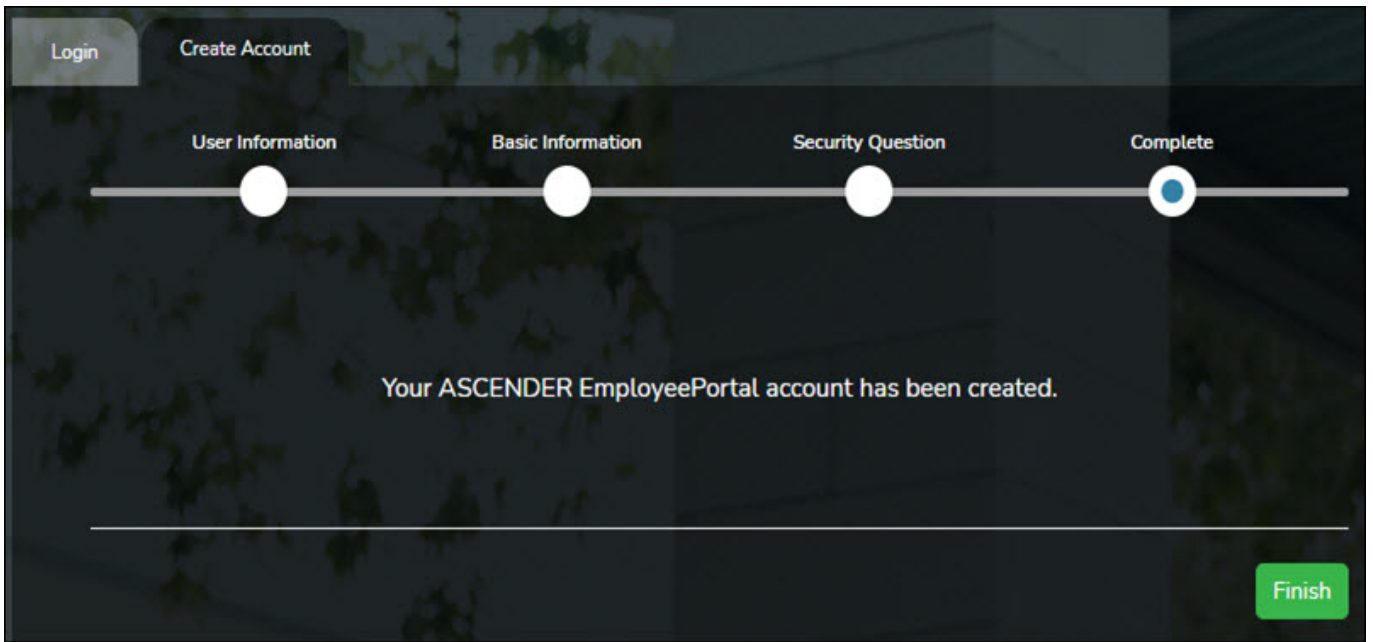
<b>Security Question</b>	Type a question you will be asked in the event that you forget your password at a later date.
<b>Security Answer</b>	Type the answer to the security question. This is case-sensitive.

Click **Next**.

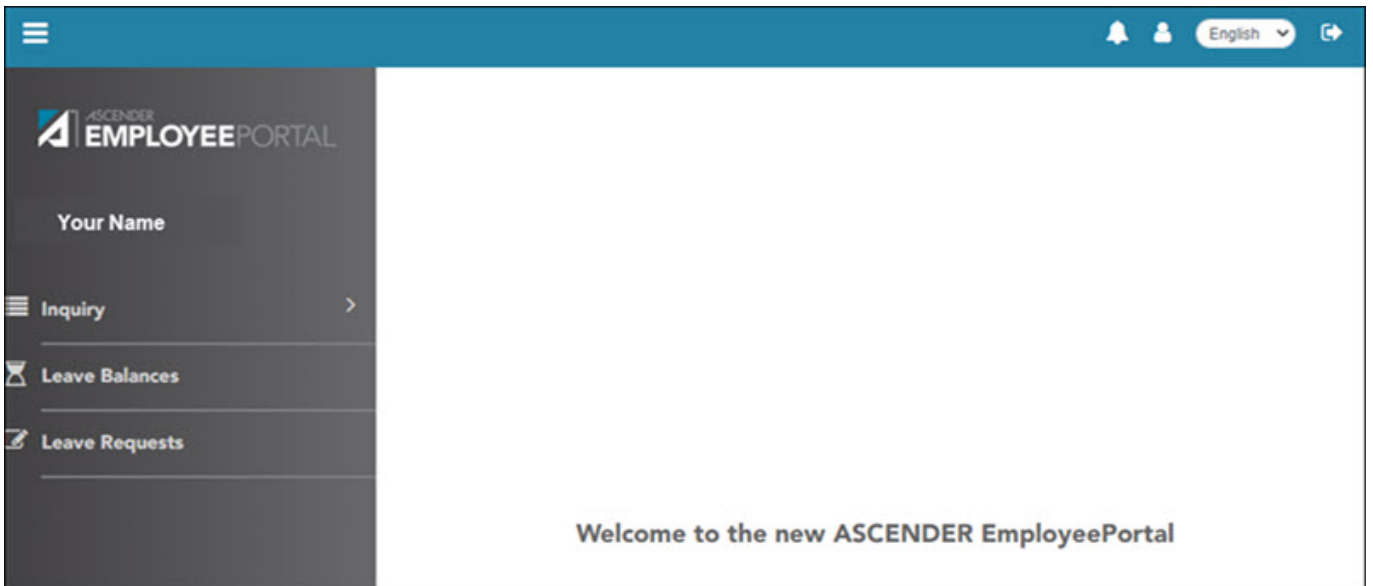
**Complete**

Click **Finish**.

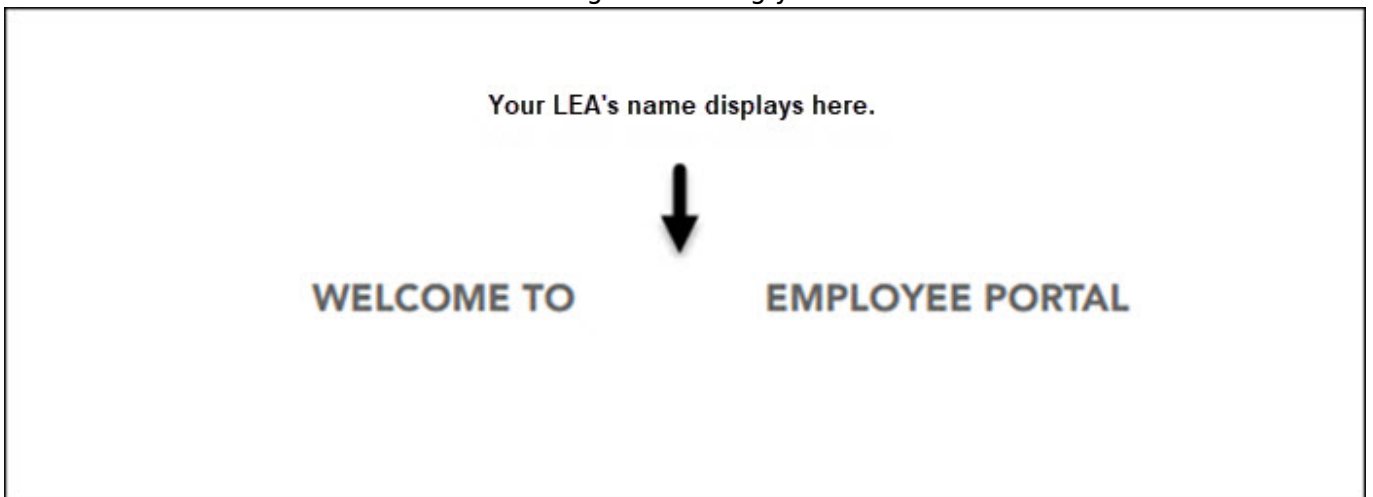
The ASCENDER MemberPortal homepage is displayed indicating that you have successfully logged on to the portal. You will receive a confirmation email message containing your user name.



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

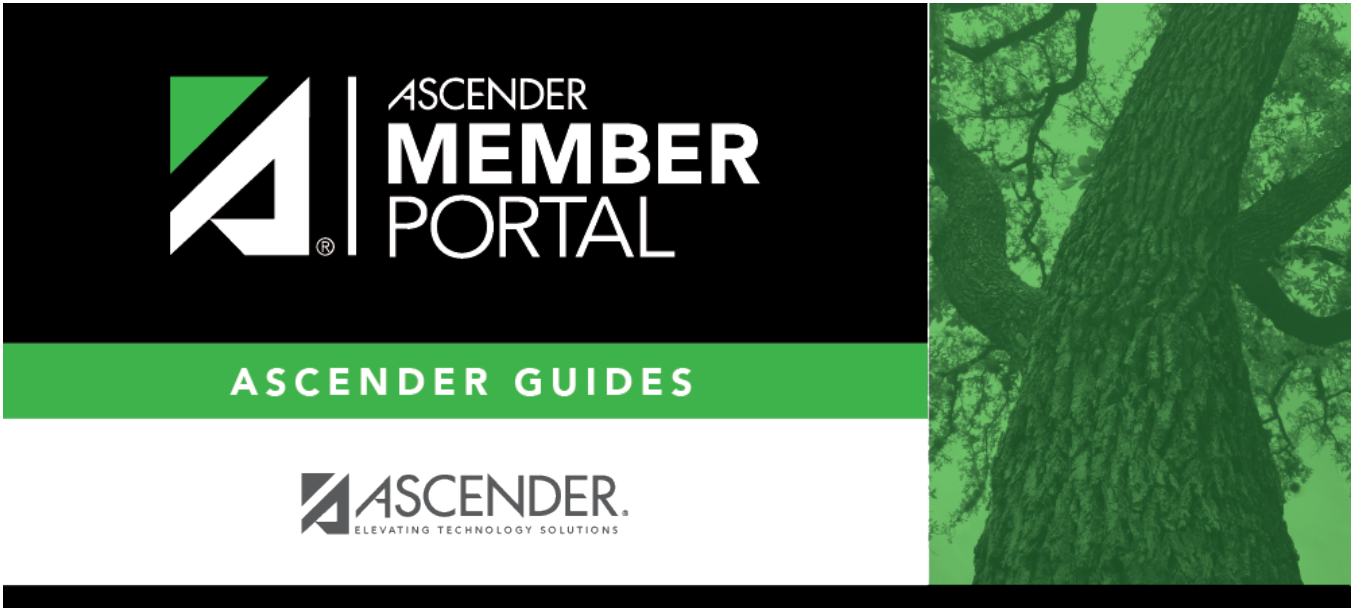


You will receive a confirmation email message containing your user name.



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

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



## Back Cover