



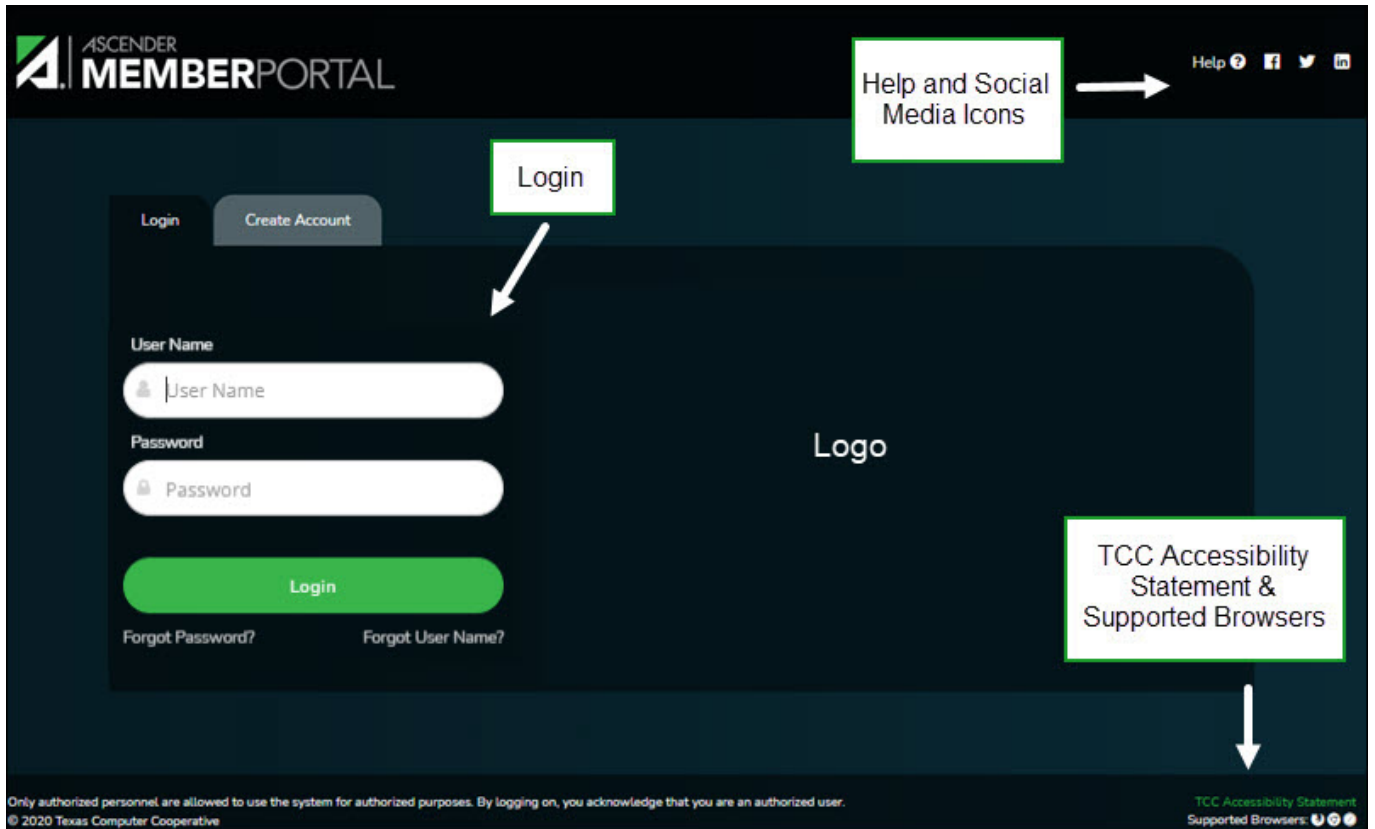
ASCENDER GUIDES



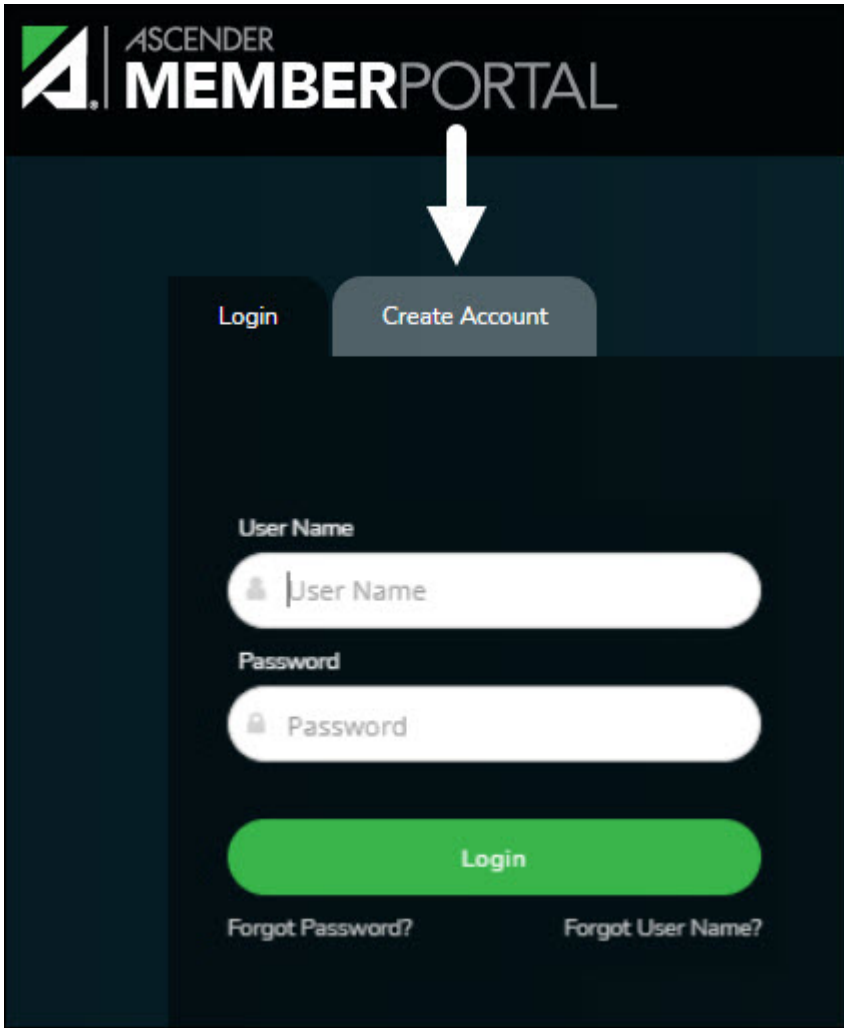
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ASCENDER MemberPortal > Create Account

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



First Name	Type your first name. The field can be a maximum of 50 characters.
Last Name	Type your last name. The field can be a maximum of 50 characters.
E-mail	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

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.
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.

Click **Next**.

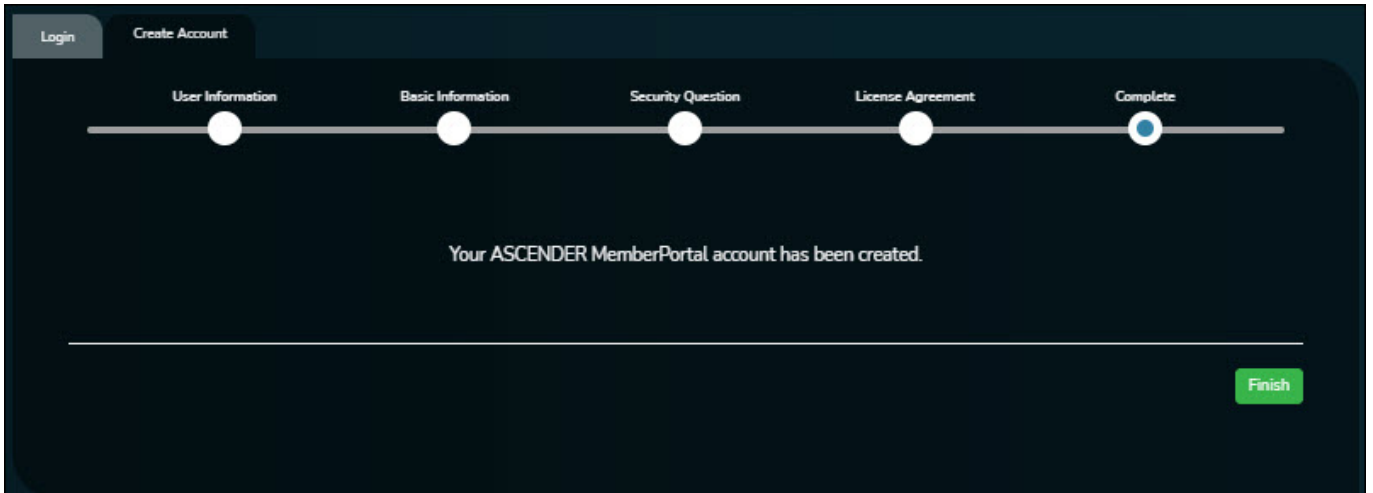
Security Question

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 homepage 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.

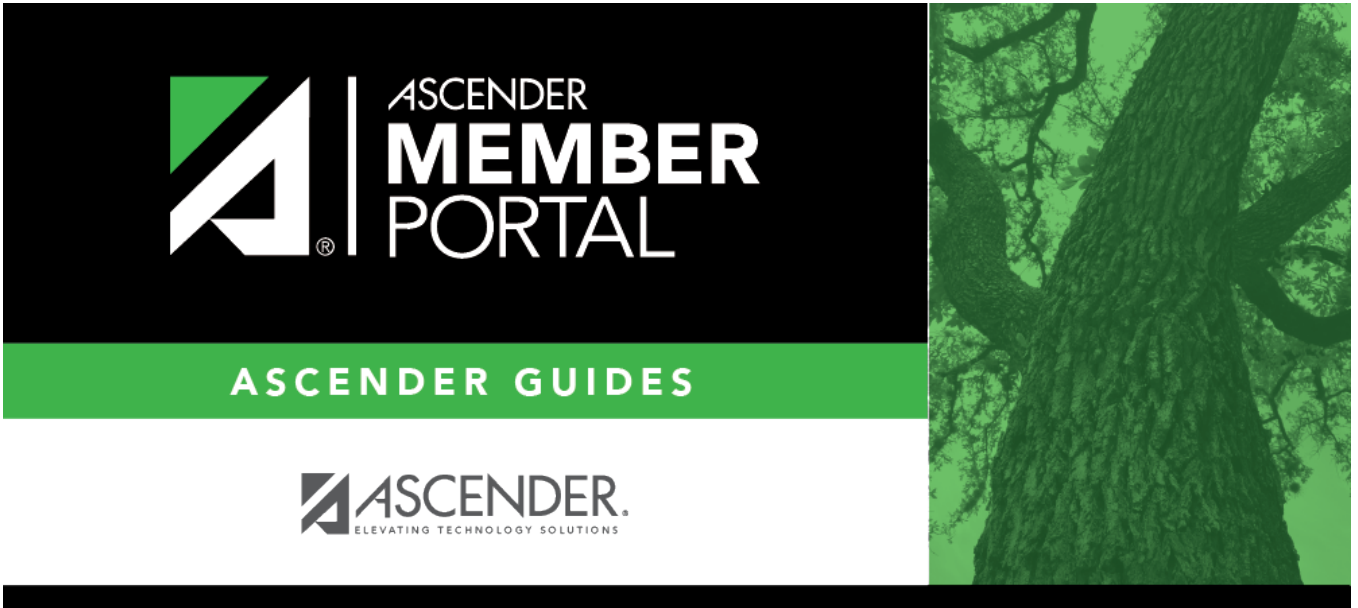


WELCOME TO

EMPLOYEE PORTAL

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

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



Back Cover