



ASCENDER GUIDES



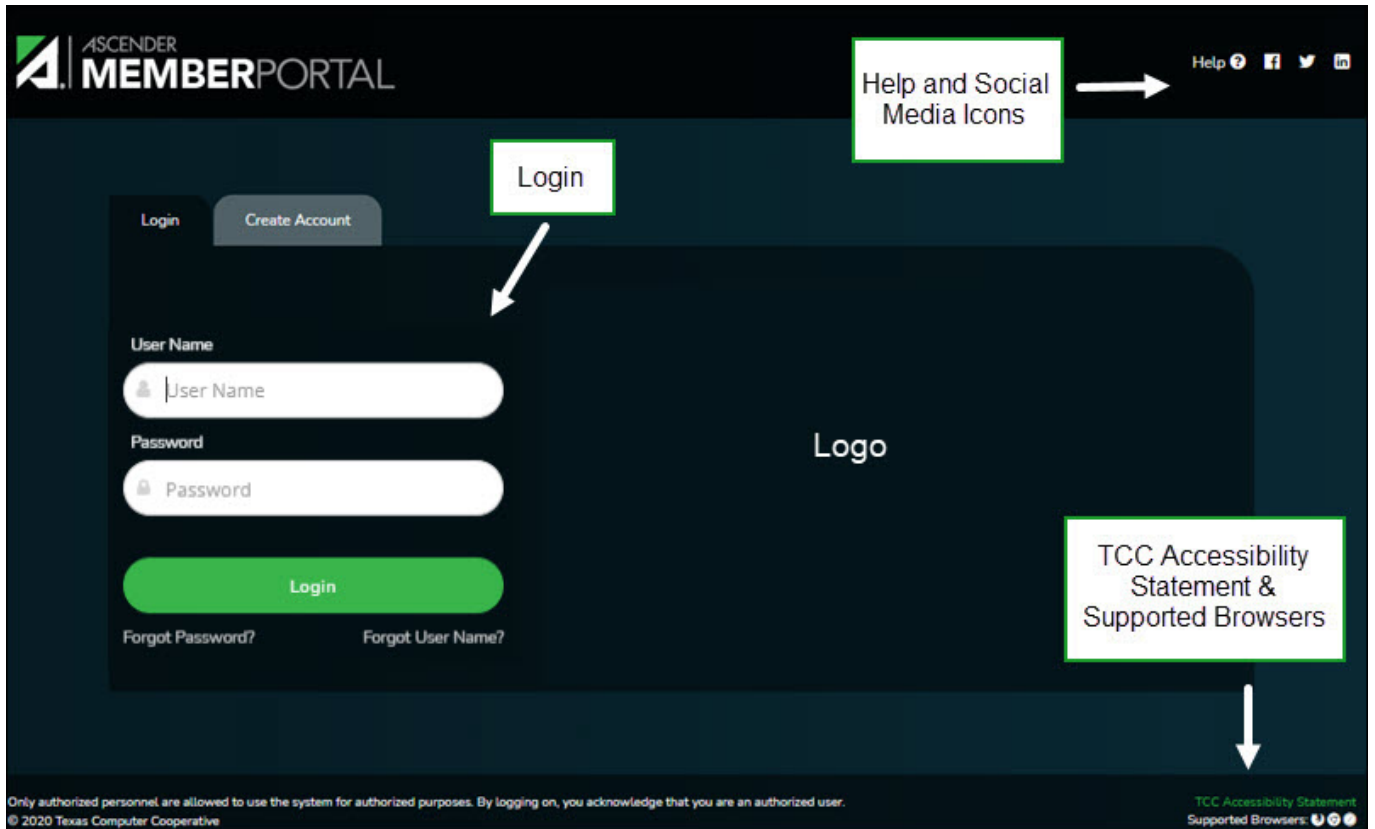


# Table of Contents

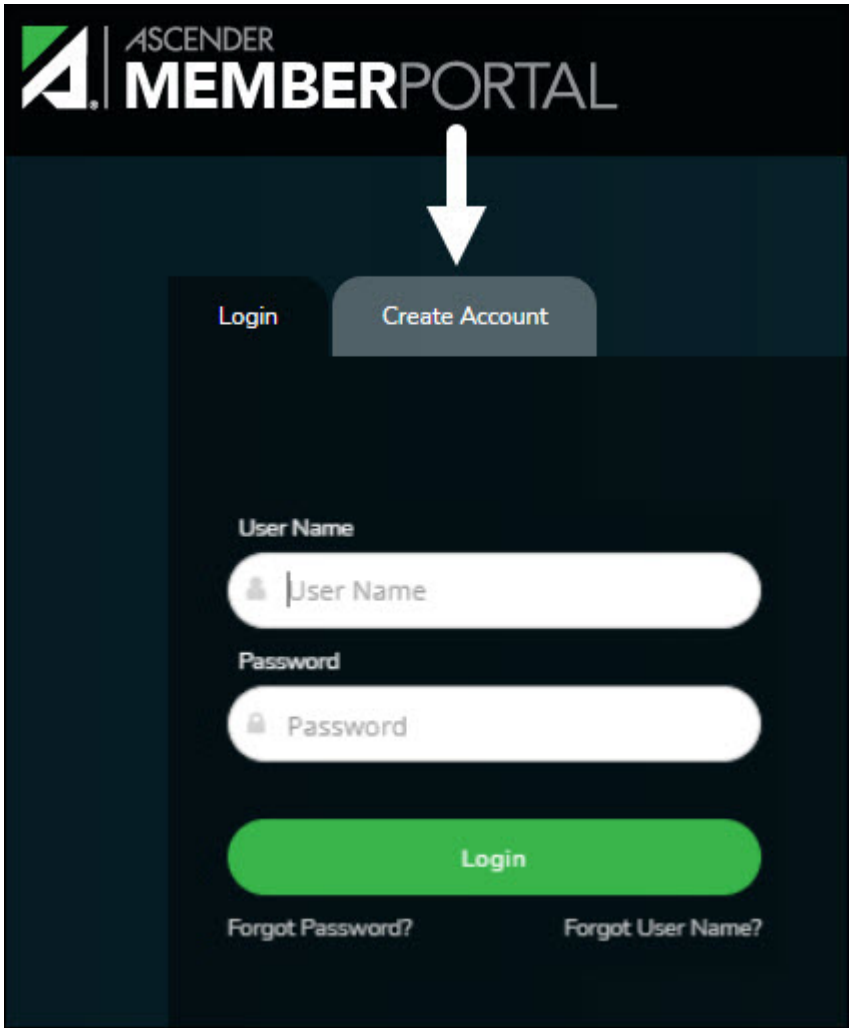


## ASCENDER MemberPortal > Create Account

If you are a new user, access the MemberPortal link provided by your fiscal agent. 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 250 characters.

Click **Next**.

If you already created an account, a message is displayed prompting you to contact your fiscal

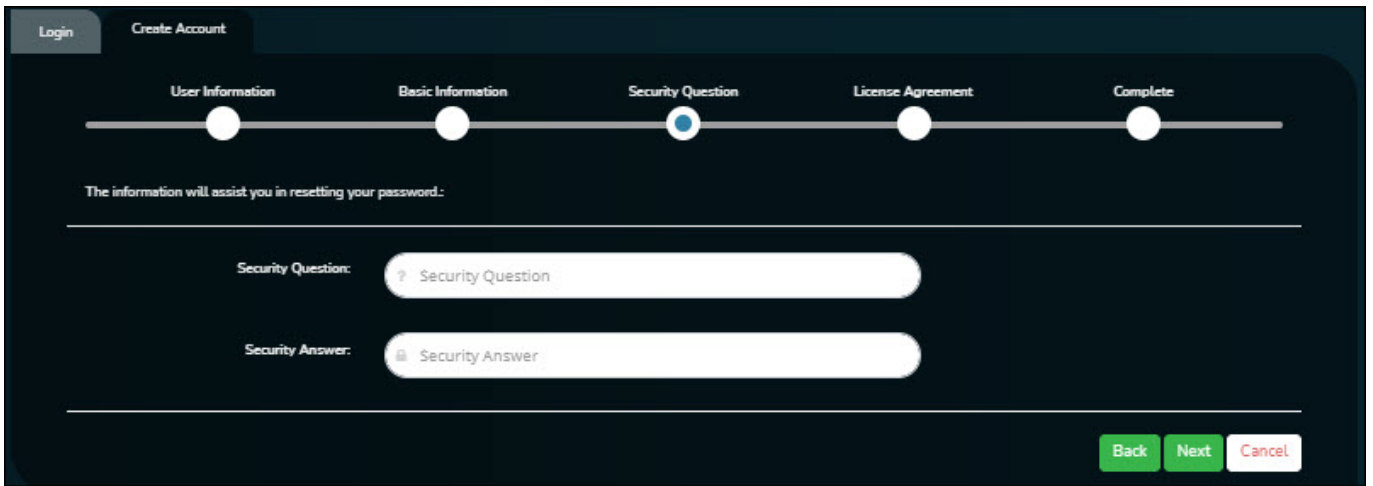
agent.

## Basic Information

<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>	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"> <li>• 16-46 alphanumeric characters</li> <li>• Three of the following: uppercase, lowercase, numeric, and special characters</li> </ul> <b>Allowed special characters:</b> : " # \$ % ' ( ) + , - . / : ; < = > @ [ \ ] _ ` {   } ~ <ul style="list-style-type: none"> <li>• Case-sensitive</li> </ul>
<b>Password Verification</b>	Retype the password that you typed in the <b>Password</b> field.

Click **Next**.

## Security Question

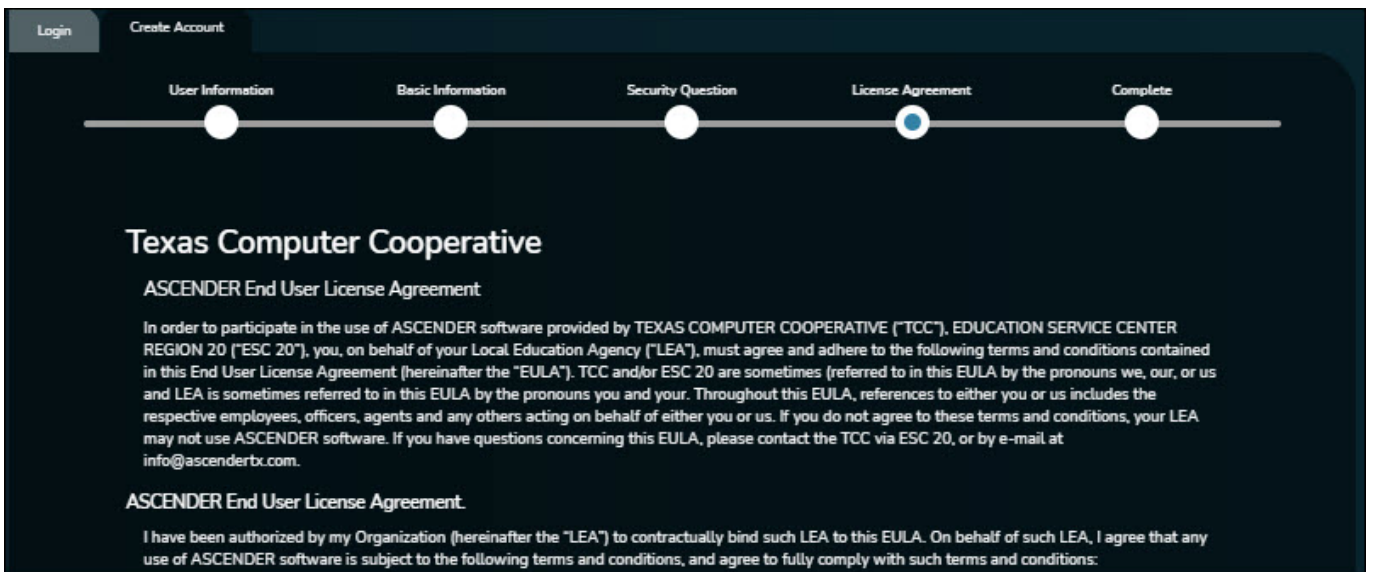


<b>Security Question</b>	Type a question you will be asked in the event that you forget your password at a later date.
<b>Security Answer</b>	Type the answer to the security question. This is case-sensitive.

Click **Next**.

### License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

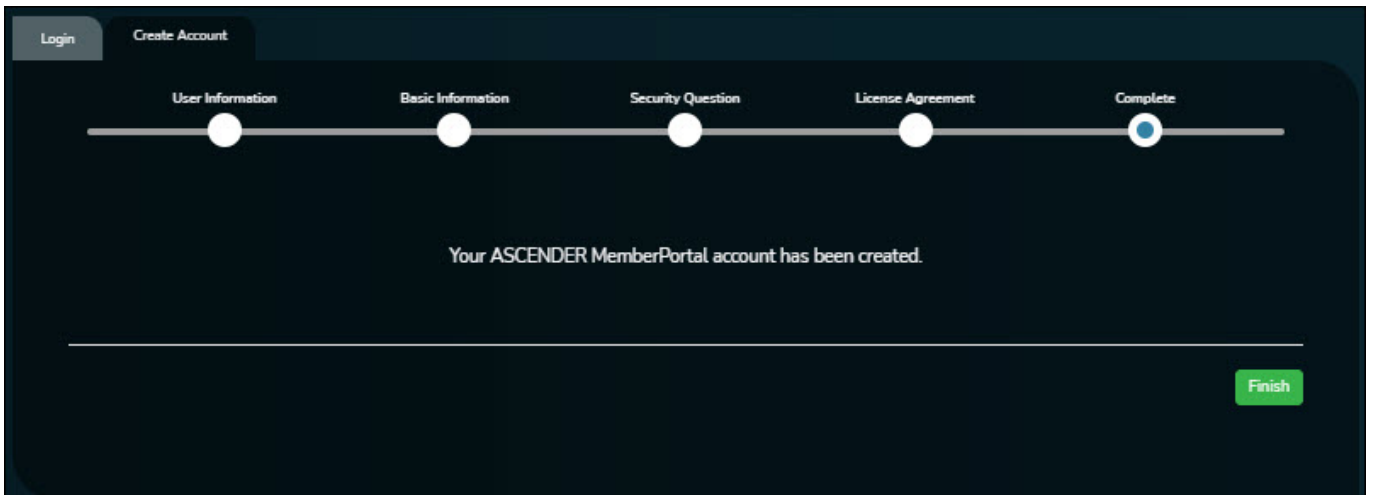


Select **Accept**.

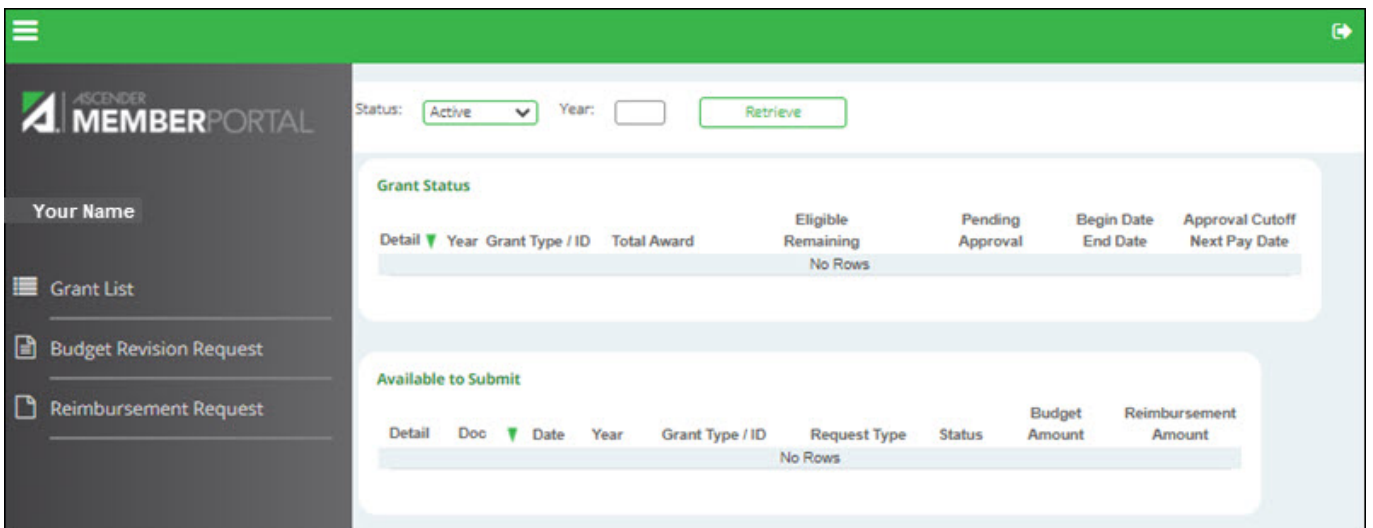
Click **Next**.

### Complete

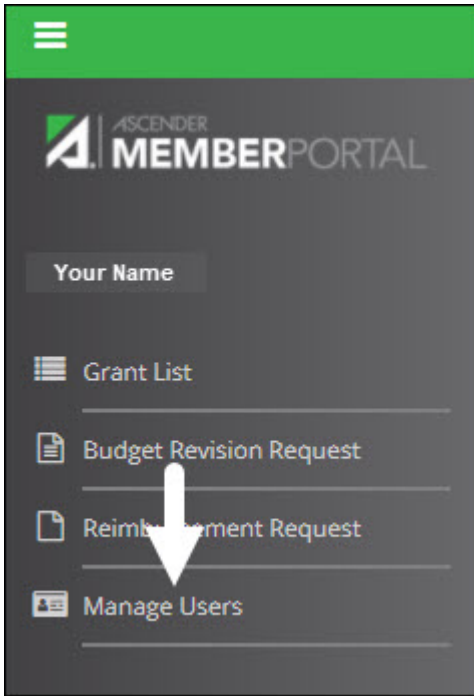
Click **Finish**.

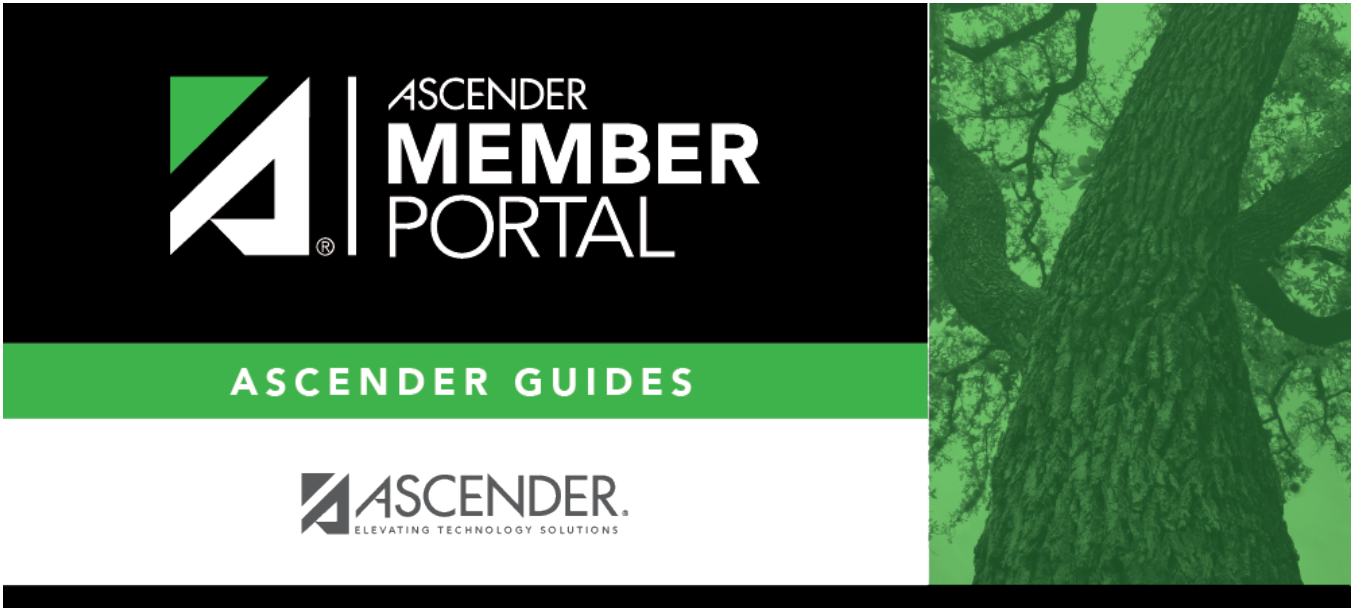


The ASCENDER MemberPortal opens and displays the Grant List page indicating that you have successfully logged on to the portal.



Admin users will have an additional menu item listed under Reimbursement Requests.





## Back Cover