



Create Account

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This page is used to create a new MemberPortal user 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 250 characters.

Click **Next**. 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 your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: none"> • Uppercase letters (A-Z) • Lowercase letters (a-z) • Numbers (0-9) • At least one allowed special character Forbidden characters: space, !, ?, *, &, ^
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**.

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



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