



## Create Account



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# Create Account

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. 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 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"> <li>• Uppercase letters (A-Z)</li> <li>• Lowercase letters (a-z)</li> <li>• Numbers (0-9)</li> <li>• At least one allowed special character</li> </ul> Forbidden characters: space, !, ?, *, &, ^
<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 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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