Registration and Account Set-Up

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Registration & Account Set-Up

Register and Set-Up my Account as a First Time User

Click **Login** to begin.

On the Login page, click **Register** to begin.

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1
2
3   } Enter the requested information.
4
5

Note: Your name must be entered exactly as CMS has it documented, including any hyphens (you may ignore the reference to the postcard).
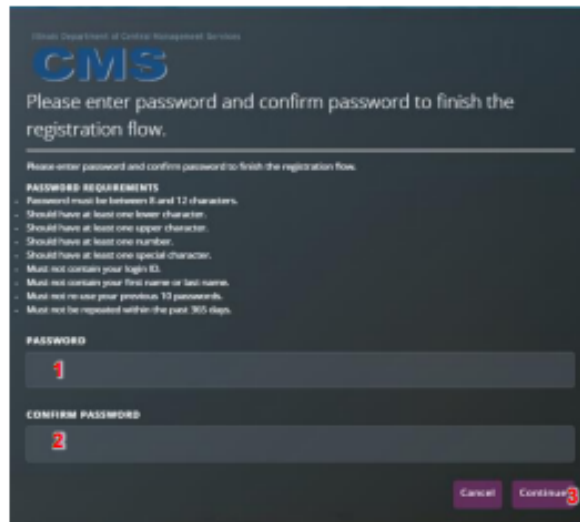
Enter CAPTCHA.

Click **Continue.**

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1. Enter a new password that meets the requirements shown on the screen.

2. Confirm the password.

3. Click **Continue**.

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IMPORTANT

1. Click **Show Login Code** and WRITE DOWN the displayed code. You will need this code each time you logon to the portal.

2. Click **Continue**.

1. Select a Challenge Question from the list.

2. Enter your answer to the question.

Repeat Steps 1 and 2 for Questions 2 and 3.

3. Click **Continue**.

On the Confirmation page, review your questions and answers, and then click **Continue** again.

The portal displays a success page, telling you your challenge questions and answers have been saved. Click **Continue**.
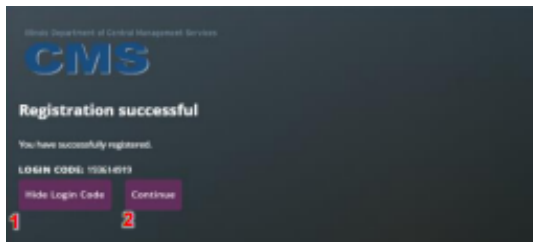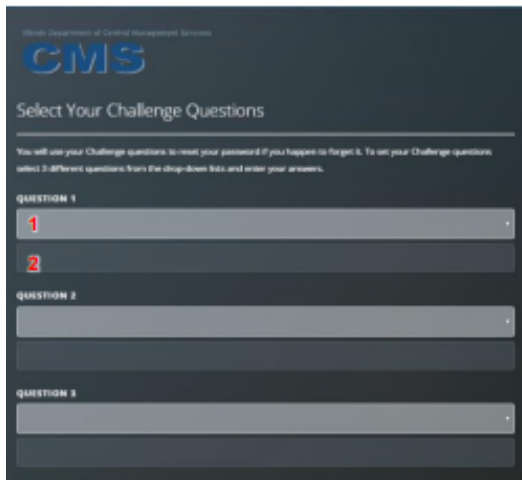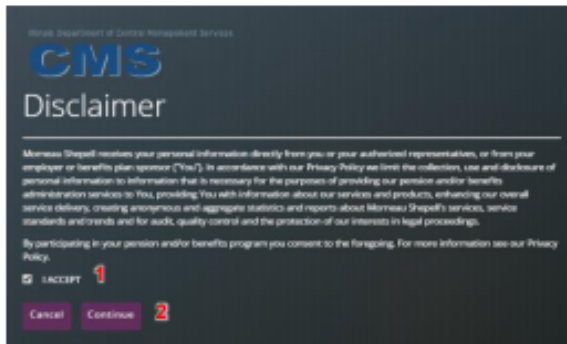
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1. Review the disclaimer and click **I ACCEPT**.

2. Click **Continue**.

The portal displays a success page, telling you have successfully accepted the disclaimer. Click **Continue**. The home page of the portal is displayed

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