Create Your User Account Steps

From the login page on UAT or Production:

1. Click **Register**.
2. Choose the **Select Country** drop-down under **Country** and select your country.
3. Choose the **Select State/Territory** drop-down under **State/Territory** and select your state/territory.
4. In the two email address fields, enter your company email address.
5. Select the **Select company** drop-down under **Your Company**.
6. Scroll as needed and select your company from the list.
   NOTE: If your company is not listed, see the **Register Your Company (if Not Listed) Process Steps**.
7. In the field under **Create Username**, enter a unique username (not case-sensitive).
   NOTE: Your email can be used as your username but is not required.
8. In the two **Password** fields, enter the same, unique password (case-sensitive).
   NOTE: Passwords must be at least 8 characters long and must contain at least one of each of the following: lowercase letter, uppercase letter, digit, and special character.
9. Fill out the fields under **Your Information** by entering your **First Name**, **Last Name**, **Address**, **City,** and **Zip Code**.
10. Choose a radio button under **Notification Preferences**.
11. Choose a radio button under **Notification Frequency**.
12. Check the box by the CAPTCHA, **I'm not a robot**.
13. Check the box to the left of **I agree to the Terms and Conditions**.
14. Click **Register**.

15. Click the link you will receive in your inbox to complete your user account creation.