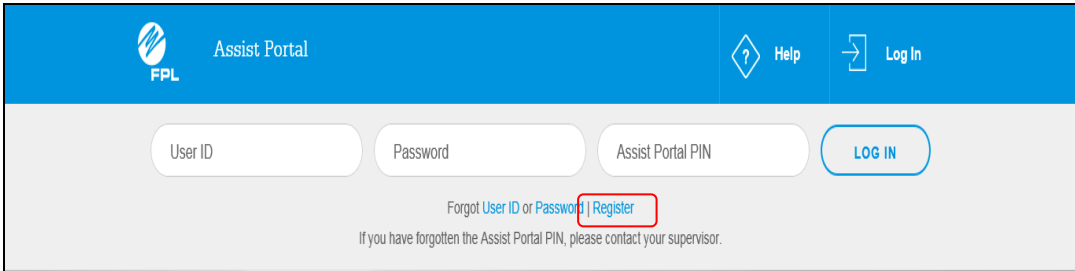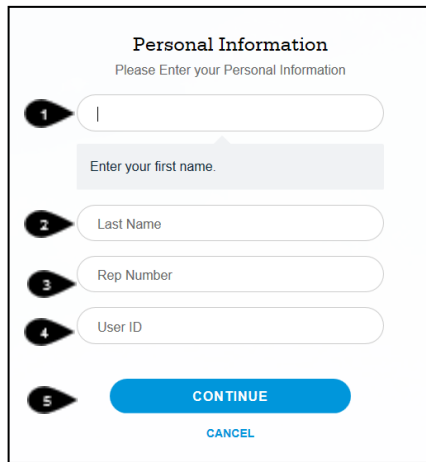**Purpose:** Use this job aid to register for the FPL Assist Portal.

Registering for the FPL Assist Web Portal

Step	Action
1	Registration for the Assist Portal, will require the following: • First and last name • Rep Number • Agency email address • Assist Portal Pin • Agency Code
2	Access the FPL Assist Portal
3	Click **Register** from login page
4	Once you click Register, the Personal Information window appears. 1. Enter your First name in the **First Name** field 2. Last name in the **Last Name** field 3. Rep Number in the **Rep Number** field 4. Enter User ID in the **User ID** field User ID must : • Be exactly seven characters • include at least one letter and one number. • Not contain special characters. 5. Click **Continue**

Purpose: Use this job aid to register for the FPL Assist Web Portal.

	Registering for the FPL Assist Web Portal (cont.)
Step	**Action**

5	Next the **Security Information** window appears
	1. Enter password in **Password** field
	  Password :
	    • Must be 8 - 25 characters and contain at least one letter and one number
	    • No special characters are allowed
	    • Passwords are case sensitive
	2. Retype password in **Confirm Password** field
	3. Select a security question from the dropdown menu
	4. Type answer in **Security Answer** field
	5. Retype answer in **Confirm Security Answer** field
	6. Click Continue

6	Next, the **Agency Information** window appears 1. Enter your agency code in the **Agency Code** field. 2. Enter assist portal pin in the **Assist Portal Pin** field 3. Enter agency email address in the **Agency Primary Email Address** field 4. Retype agency email address in **Confirm Email Address** field **5. Read** certification and acknowledgement messages and **Select** each box next to messages 6. Click Submit
7	• **Registration Complete** message appears in the Message Bar and Retrieval Screen is displayed

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