

FPL Assist Web Portal Registration

Introduction

At the end of this module, you will be able to perform the following tasks in the FPL Assist Web Portal:

- Create a user ID
- Create a password
- Create a security question
- Certify and acknowledge use of the web portal
- Register



Registration & Navigation

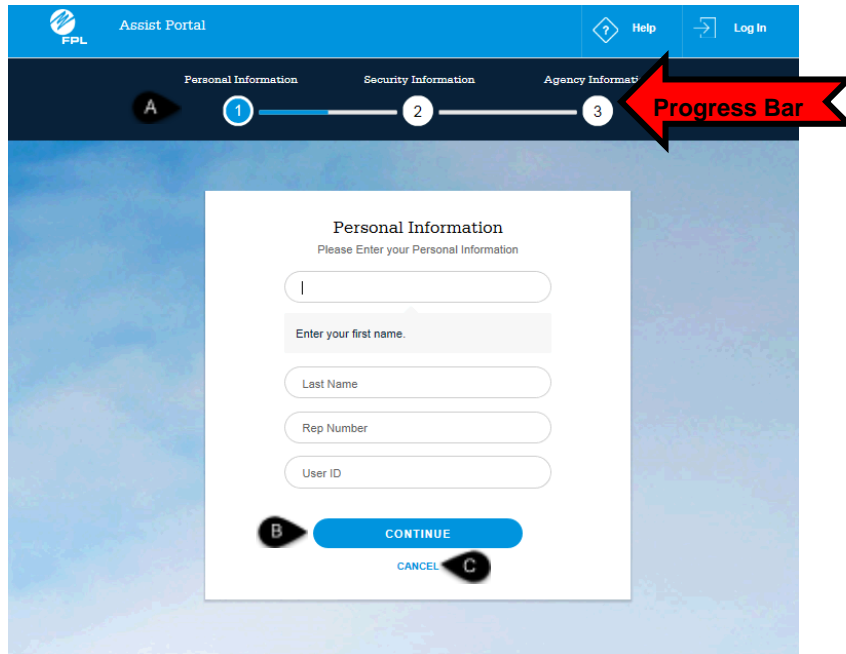
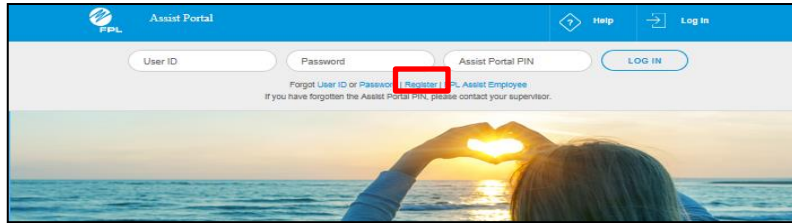
The following information provides steps for registering on the FPL Assist Web Portal.

To start the Registration process,

Click Register from the FPL Assist Web Portal Home Page.

Result: Personal Information Window appears

Before we continue registration, let's review how to navigate through the FPL Assist Web Portal.

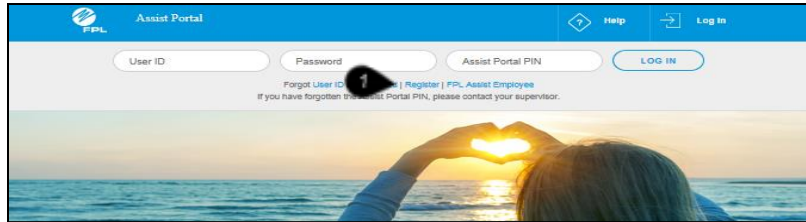


Section	Name	Function
A	Progress Bar	<ul style="list-style-type: none"> Displays name and number of steps in the process that you are completing Select number of each step to navigate between steps <p>Note: You must complete all required fields on the screen before progressing to the next step.</p>
B	Continue	Select Continue to move to the next step in the process
C	Cancel	Returns to the homepage

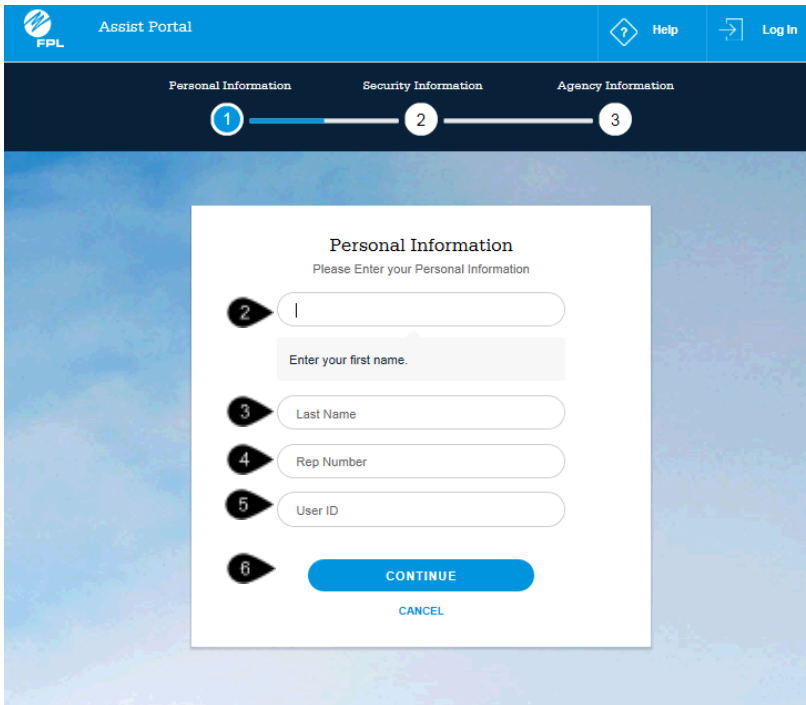
Now let's continue with the process of registering on the FPL Assist Web Portal.

Registration

The following information provides steps for registering for the FPL Assist Web Portal.



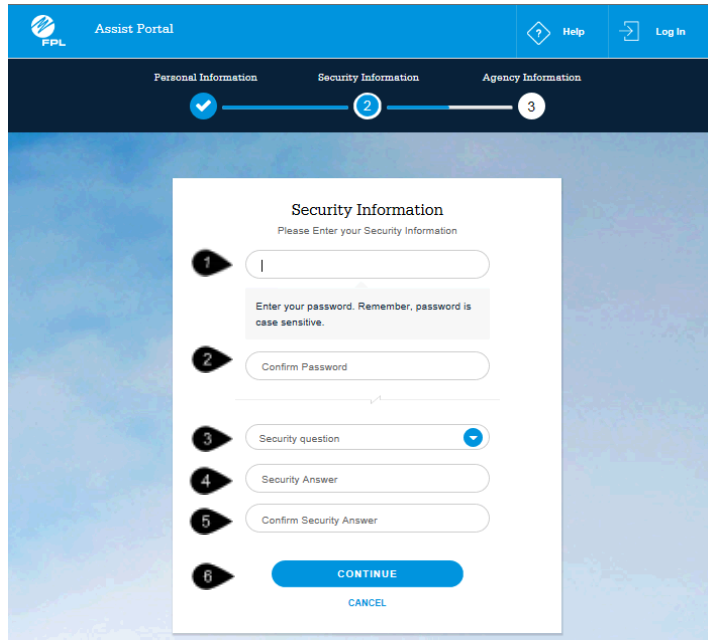
Step	Action
<i>Home Page</i>	
1	Click Register



Step	Action
<i>Personal Information Window</i>	
2	Type First Name
3	Type Last Name
4	Type Rep Number
5	Type User ID User ID - Must be exactly seven characters which include at least one letter and one number. No special characters are allowed.
6	Click Continue to proceed to the next page

Registration

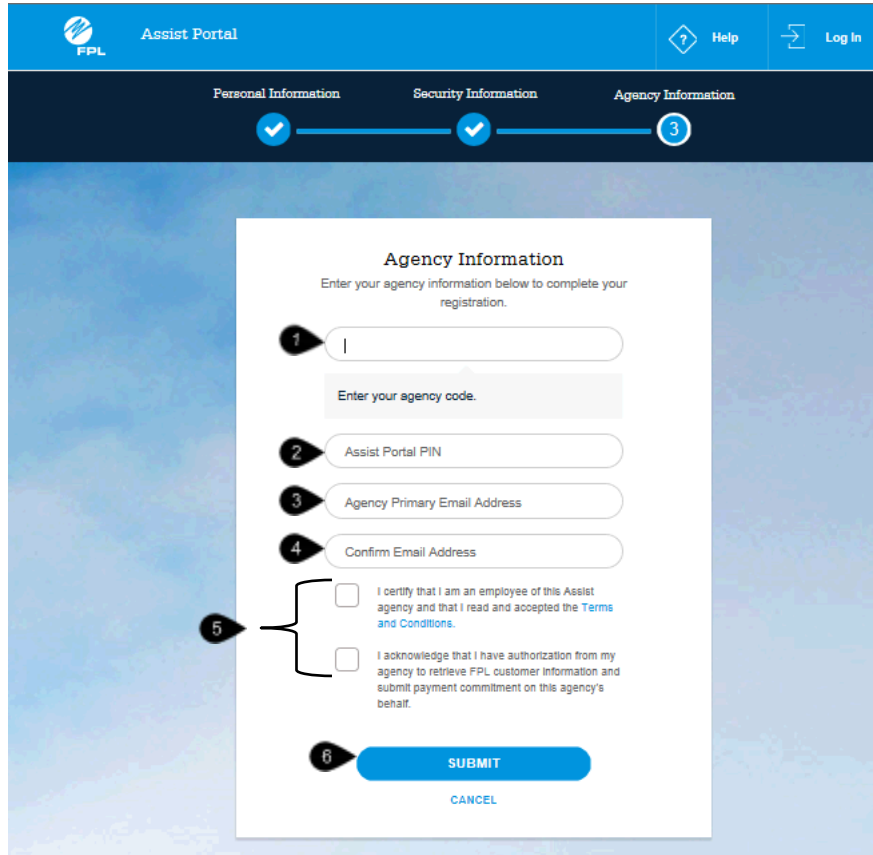
The following information provides steps for registering for the FPL Assist Web Portal.



Step	Action
Security Information Window	
1	Type password Password - must be 8 – 25 characters. Must contain at least one letter and one number. No special characters. Passwords are case sensitive.
2	Retype password to confirm
3	Select a security question from the dropdown
4	Type Security answer Security answer - must be 1-18 alphanumeric characters. Spaces are allowed.
5	Retype security answer to confirm
6	Click Continue to proceed to the next page

Registration (cont.)

The following information provides steps for registering for the FPL Assist Web Portal.

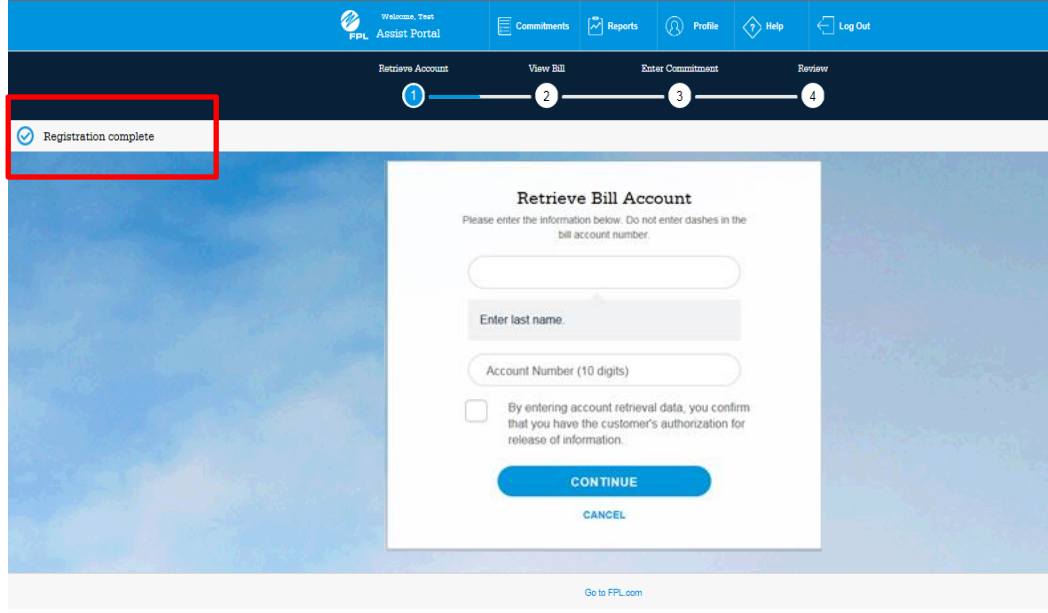


Step	Action
<i>Agency Information Window</i>	
1	Type your agency code
2	Type Assist Portal PIN
3	Type Agency Primary Email Address
4	Retype Agency Primary Email Address to confirm
5	<ul style="list-style-type: none"> Click on the Terms and Conditions link to review content before checking the boxes. Select Certify and Acknowledge boxes
6	Click Submit to complete registration

Important: By selecting the certify and acknowledge boxes, you are accepting the Terms and Conditions, and acknowledge that you have authorization to act on behalf of the agency.

Click on the Terms and Conditions link to read the content before checking the boxes.

Registration (cont.)



Once you have successfully registered, the message “Registration Complete” will display. You will be logged in to the FPL Assist Web Portal.