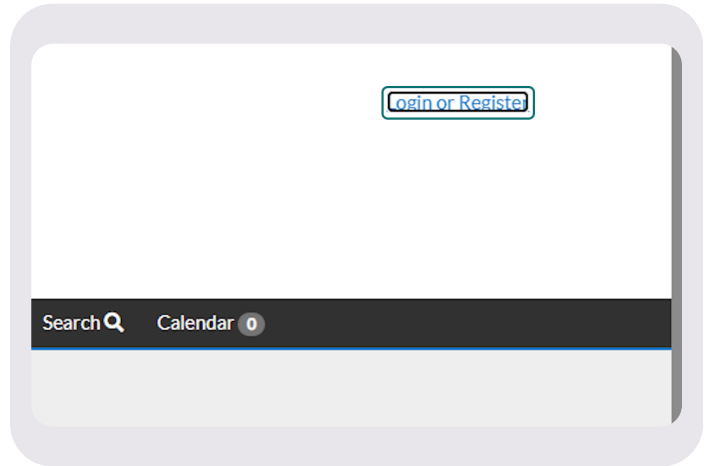


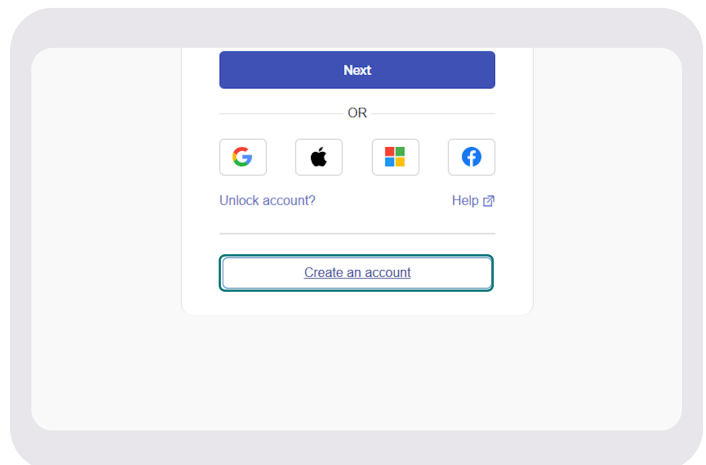


SelfService Public Site

1 Click on Login or Register



2 Click on Create an account



3 Type Email

A screenshot of the "Create an account" form. At the top, there is a globe icon. Below it, the text "Create an account" is displayed. A note states "Fields are required unless marked optional." The form has three input fields: "Email", "First name", and "Last name". The "Email" field has a red error message below it that says "This field cannot be left blank".

4 Type your Name

Create an account

Fields are required unless marked optional.

Email

'@gmail.com

First name

Last name

Mobile phoneOptional

Password requirements:

5 Type your Last Name

Email

First name

Last name

Mobile phoneOptional

Password requirements:

At least 8 characters

A lowercase letter

6 Type your phone number

First name

Last name

Mobile phoneOptional

Password requirements:

At least 8 characters

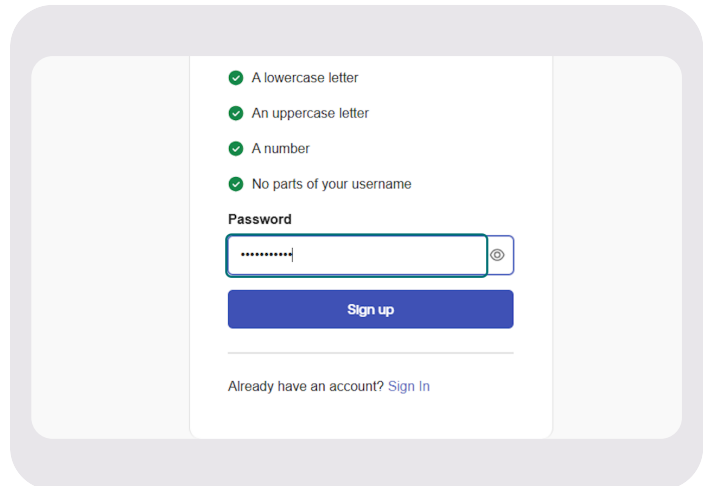
A lowercase letter

An uppercase letter

A number

7

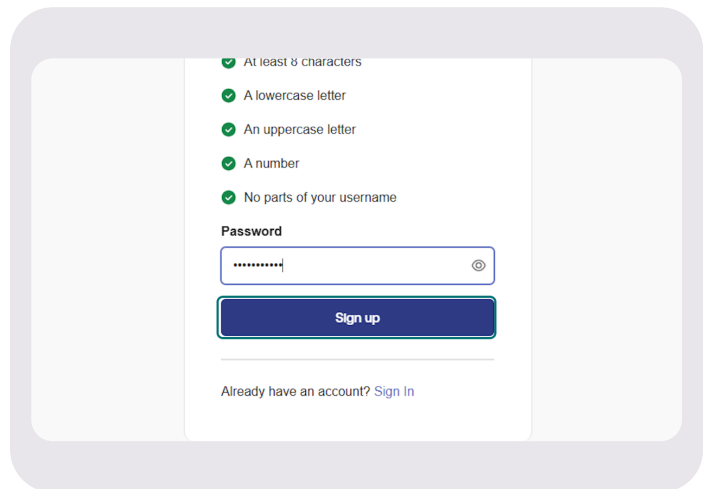
Create a password



A screenshot of a web form for creating a password. At the top, there are four green checkmarks indicating password requirements: 'A lowercase letter', 'An uppercase letter', 'A number', and 'No parts of your username'. Below these is a 'Password' label and a text input field containing seven dots. To the right of the input field is an eye icon. Below the input field is a blue 'Sign up' button. At the bottom, there is a link that says 'Already have an account? Sign In'.

8

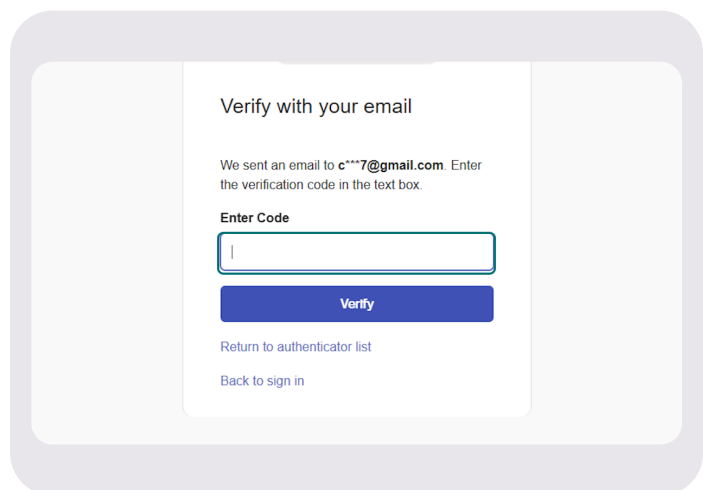
Click on Sign up



A screenshot of the same password creation screen as in step 7. The blue 'Sign up' button is now highlighted with a dark blue border, indicating it is the next step in the process.

9

Enter the code that got sent to the email address and Click on Verify



A screenshot of a web form for email verification. The title is 'Verify with your email'. Below it, a message states: 'We sent an email to c***7@gmail.com. Enter the verification code in the text box.' There is an 'Enter Code' label and a text input field. Below the input field is a blue 'Verify' button. At the bottom, there are two links: 'Return to authenticator list' and 'Back to sign in'.

10 Click on Verify

We sent an email to c***7@gmail.com. Enter the verification code in the text box.

Enter Code

[Verify](#)

[Return to authenticator list](#)

[Back to sign in](#)

11 Click on Continue

[Set up →](#)

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity.
[Set up →](#)

Phone
Verify with a code sent to your phone.
[Set up →](#)

[Continue](#)

[Back to sign in](#)

12 Type the name of your company. This is optional

13 Click on Contact preference

/@gmail.com

First name

Middle name

Last name

Company

*** Contact preference**

*** Business Phone** (first one phone number)

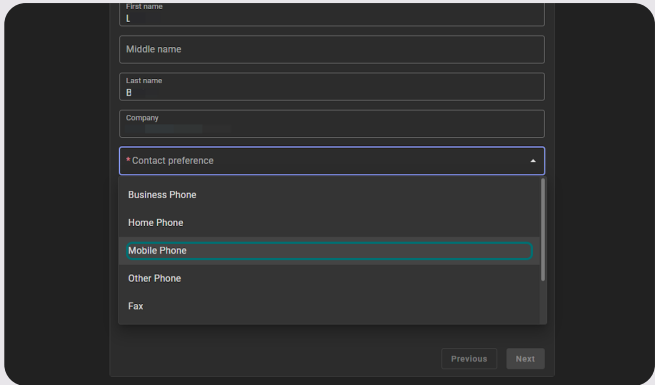
*** Home Phone** *** Home phone**

*** Mobile Phone** *** Other phone**

*** Other Phone**

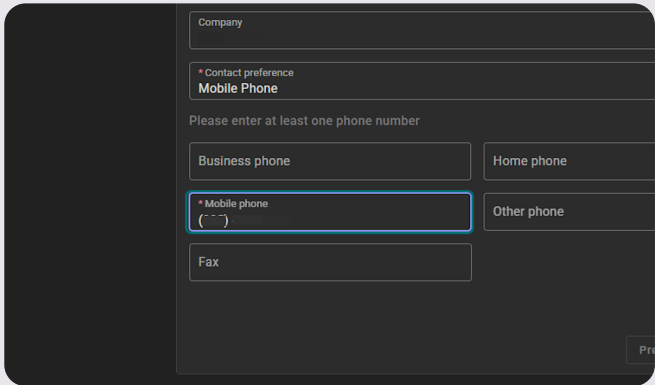
*** Email**

14 Select your preferred contact method



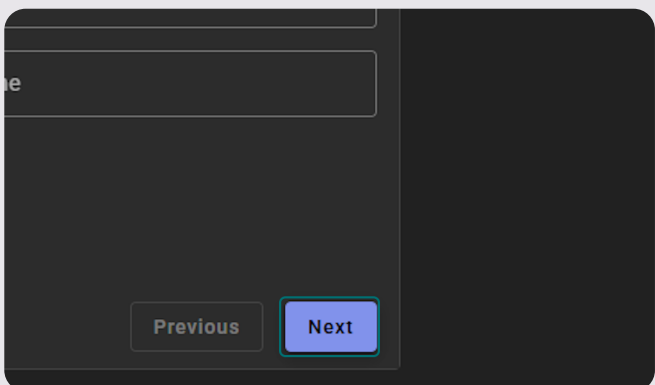
A screenshot of a contact information form. The form includes fields for First name (L), Middle name, Last name (B), and Company. Below these is a dropdown menu for 'Contact preference' which is currently set to 'Mobile Phone'. Other options listed are Business Phone, Home Phone, Other Phone, and Fax. At the bottom right are 'Previous' and 'Next' buttons.

15 Type the phone you prefer to be contacted



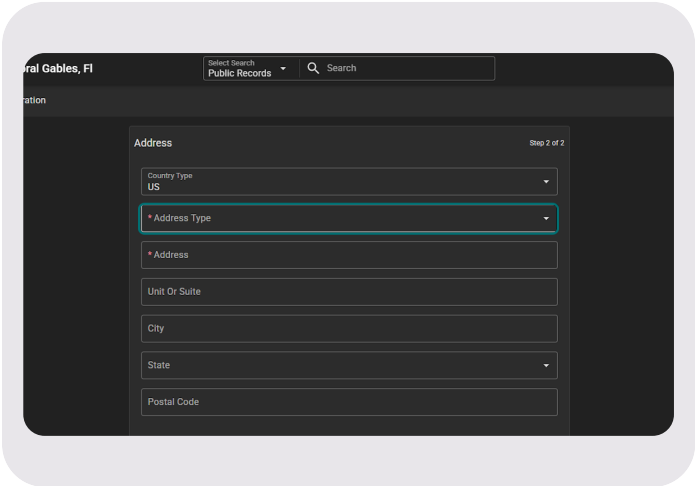
A screenshot of the phone number entry section of the form. It shows the 'Company' field, the 'Contact preference' dropdown set to 'Mobile Phone', and a prompt 'Please enter at least one phone number'. There are four input fields: 'Business phone', 'Home phone', '* Mobile phone' (which is highlighted with a red border and contains '()'), and 'Fax'. An 'Other phone' label is next to the 'Other phone' field. A 'Previous' button is at the bottom right.

16 Click on Next

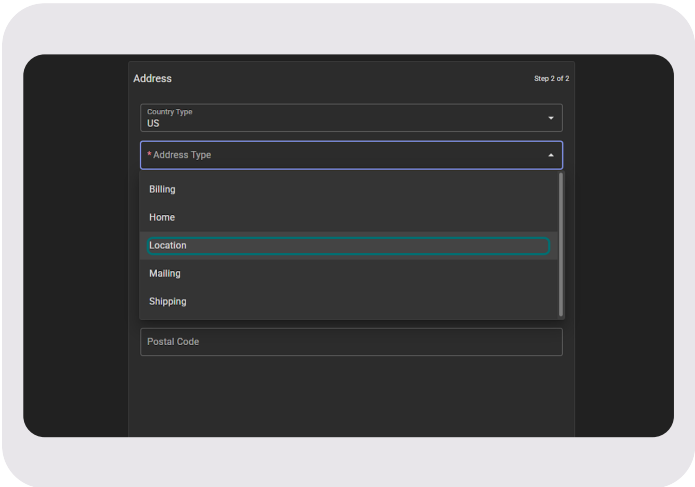


A screenshot of the form showing the 'Next' button highlighted with a red border. The 'Previous' button is also visible. The form fields are partially visible at the top.

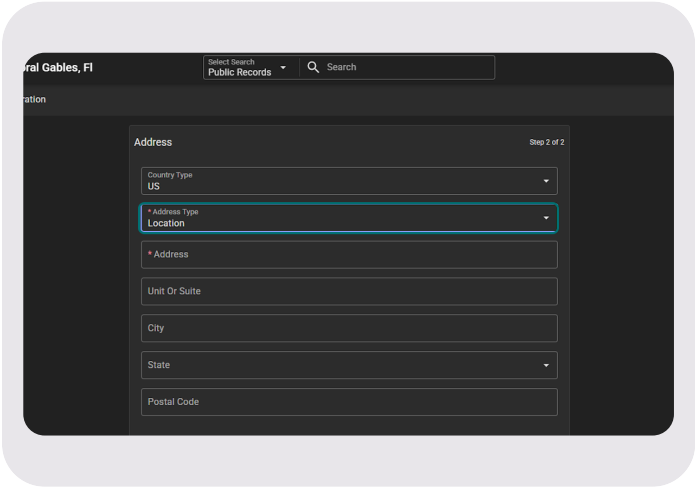
17 Click on Address Type



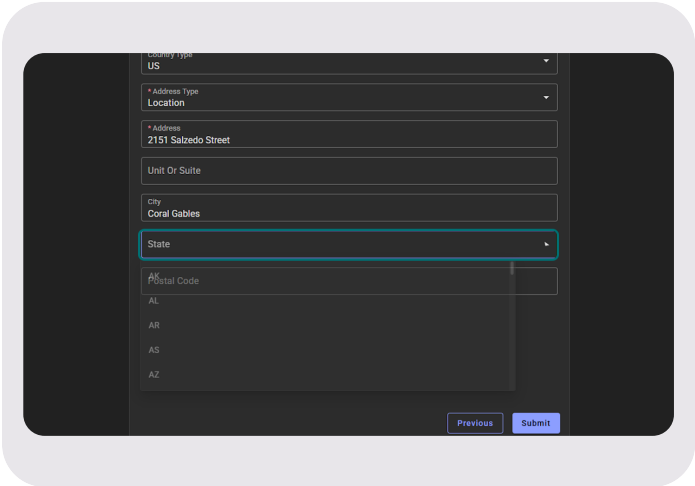
18 Click on Location



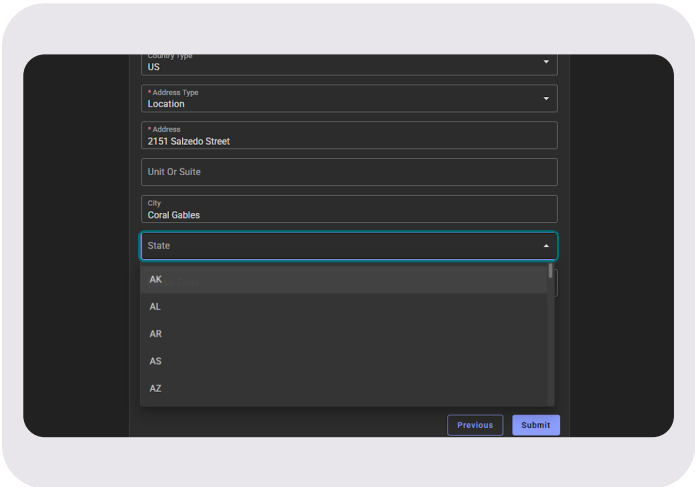
19 Click on Address Type



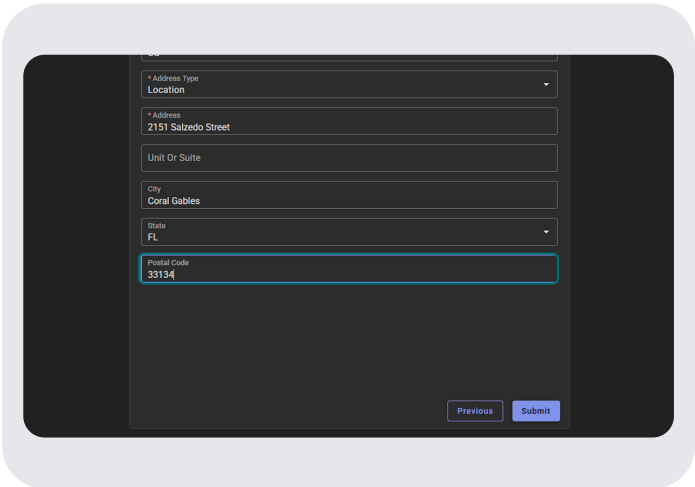
20 Click on State



21 Click on State



22 Type the address' zip code



23 Click on Submit

