

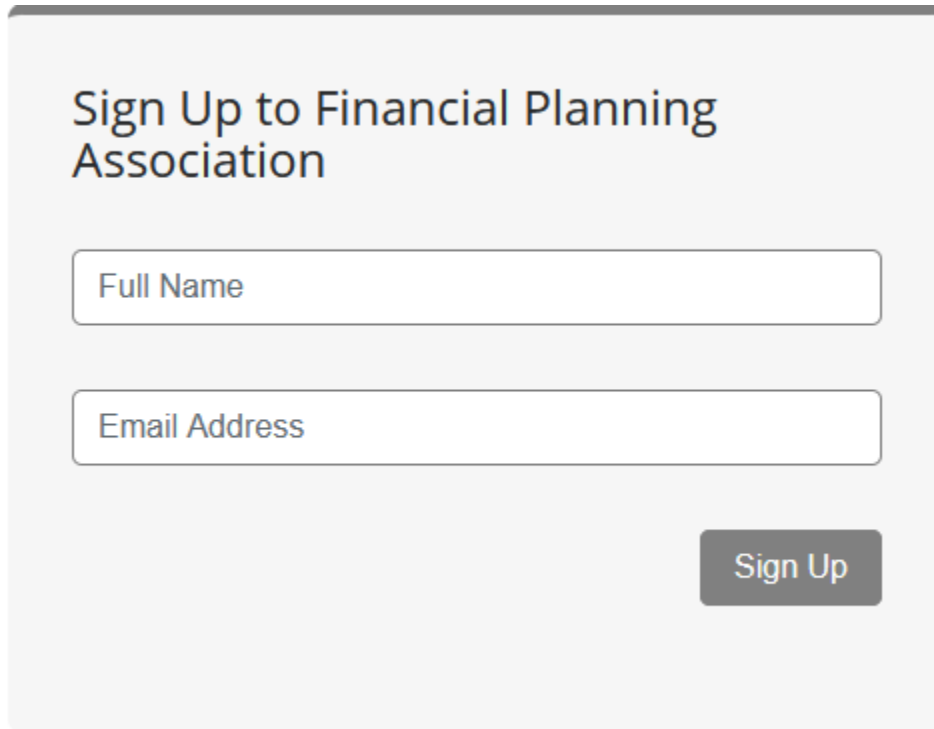
# How to Create a User Account within TEST

Date: 20200122

1. Go to <http://testhelp.onefpa.org/>
2. Click on the *Sign Up* link in the top right...



3. Enter full name and email address and click the **Sign Up** button...

A light gray rounded rectangular box containing a sign-up form. At the top, the text "Sign Up to Financial Planning Association" is displayed. Below this, there are two input fields: "Full Name" and "Email Address". At the bottom right of the box is a dark gray button labeled "Sign Up".

4. You will see a "Registration Success" message. Wait for email to arrive. It will look something like this...

Dear [name],

A new Financial Planning Association account has been created for you.

Click the below URL to activate your account and select a password.

<http://testhelp.onefpa.org/Account/Activate/.....>

If the above URL does not work try copying and pasting it into your browser. If you continue to have issues, please feel free to contact us.

5. Click on (or copy and paste) the url found in the email to activate your account. You will then be prompted to enter a password twice...

## Account Activation

Please choose a new password to finish setting up your account.

SET PASSWORD

Here are the password requirements...

Must contain at least 6 characters, contain a lowercase and uppercase letter and numeric character.

Click on the **SET PASSWORD** button to continue.

6. The only field that should be blank on this screen is the phone number field. This field is an optional field.

**USER DETAILS**

Change

Full Name	<input type="text"/>	Phone Number	<input type="text"/>
Email Address	<input type="text"/>	Preferred Language	<input type="text" value="English"/>
Date Format	<input type="text" value="MM/dd/yyyy"/>		

Change password

Save

Click the Save button if you do enter a phone number.

7. On the top right, click on the **Submit a Request** button to submit a request should you have one.