

Place your mouse pointer on the Home button, then click on the Register button



### ACCOUNT REQUEST

#### Sign Up for Your New Account

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

Create User

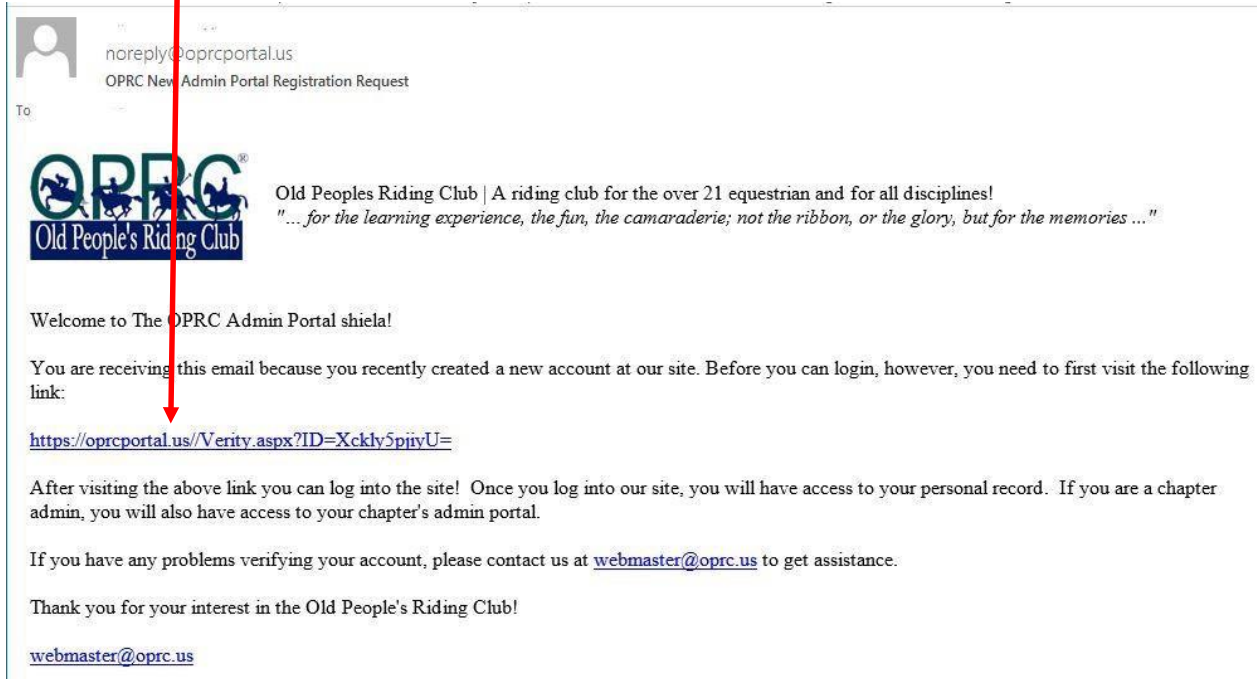
Fill out the form and click Create User  
All fields are mandatory.

Now wait a few minutes and then check your email to finish registering.

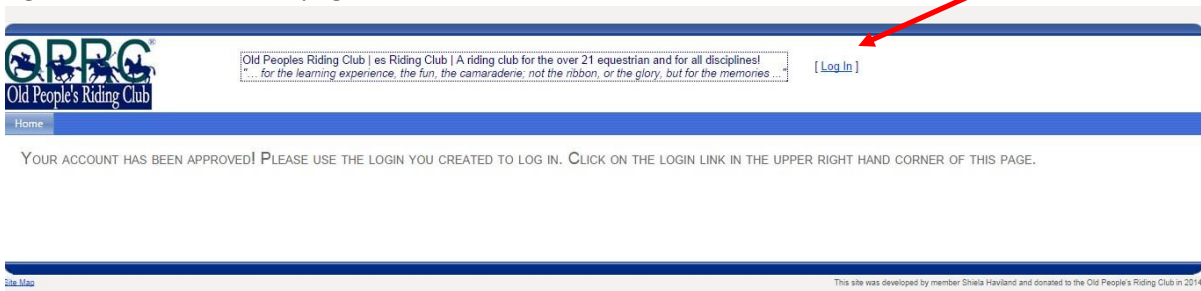
You will receive an email from [noreply@oprcportal.us](mailto:noreply@oprcportal.us)

Click on the link provided in the email to gain access to the portal.

Based on your chapter/National designation you will be granted access to the sections of the portal that pertain to you. As an example if your chapter has listed you as a chapter officer, you will be granted access as a chapter admin. If you are a National officer, you will be granted access to the National portion of the portal that pertains to your office.



After you have clicked on the link in the email, you will see the screen below. Notice it says "Your account has been approved! Please use the login you created to log in. Click on the login link in the upper right hand corner of this page."



Now login with the user name and password you created during the registration.