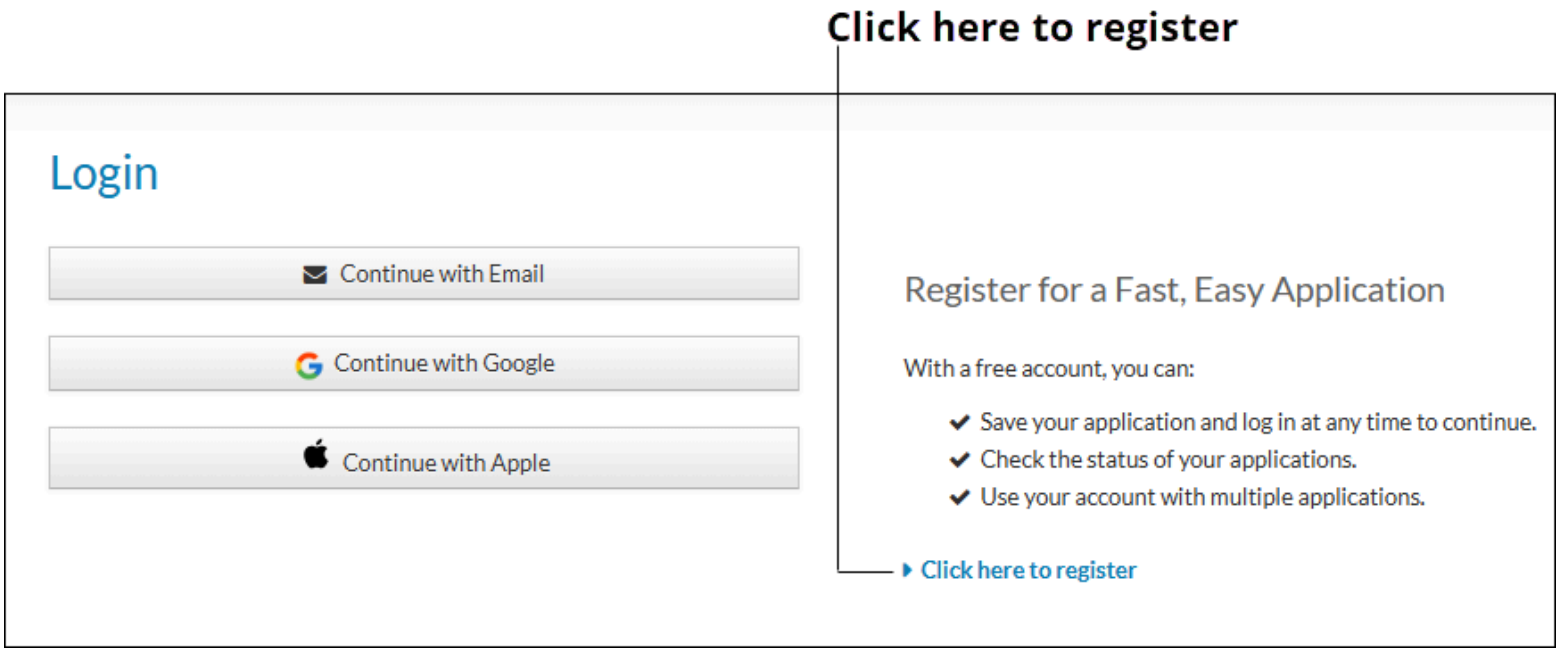
How to Register for the Portal (Applicants)

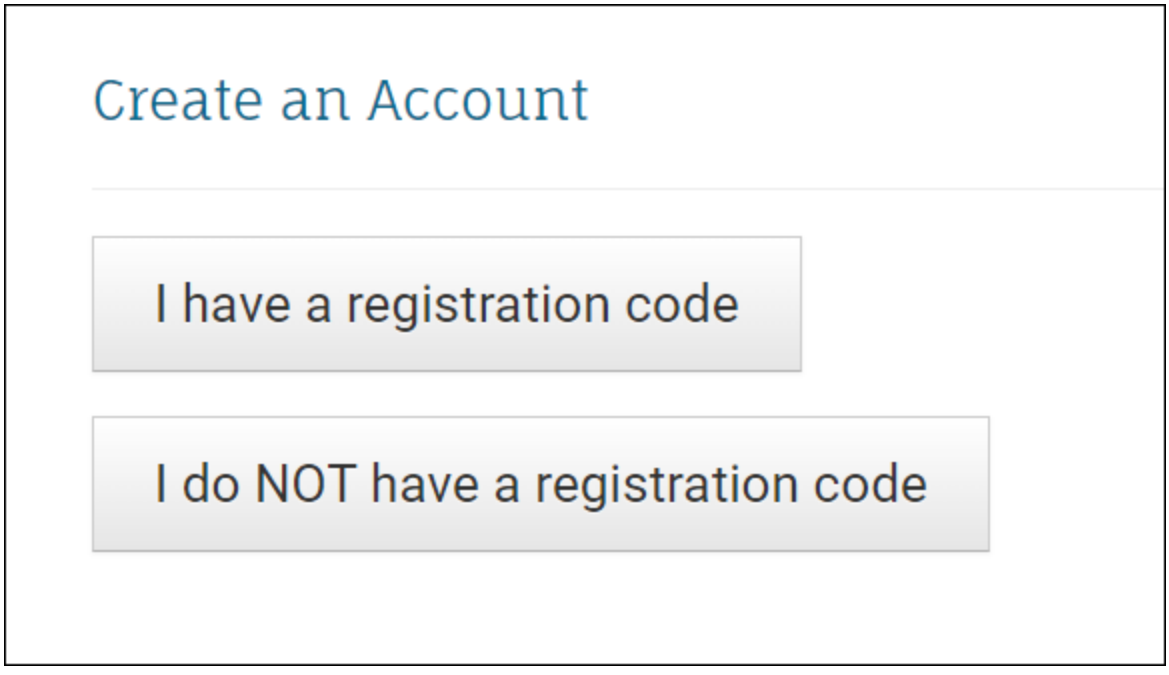
You must register for the online portal to access our agency's digital services. Once you register, you can apply to open waiting lists or update your application details.

> **NOTE:** You must have an email address to register for the portal. This email address will be used to send you verification codes to log in to your account. If you do not already have an active email address, create a new email account before registering for the portal.

To get started, open our agency's login page and select **Click here to register**.

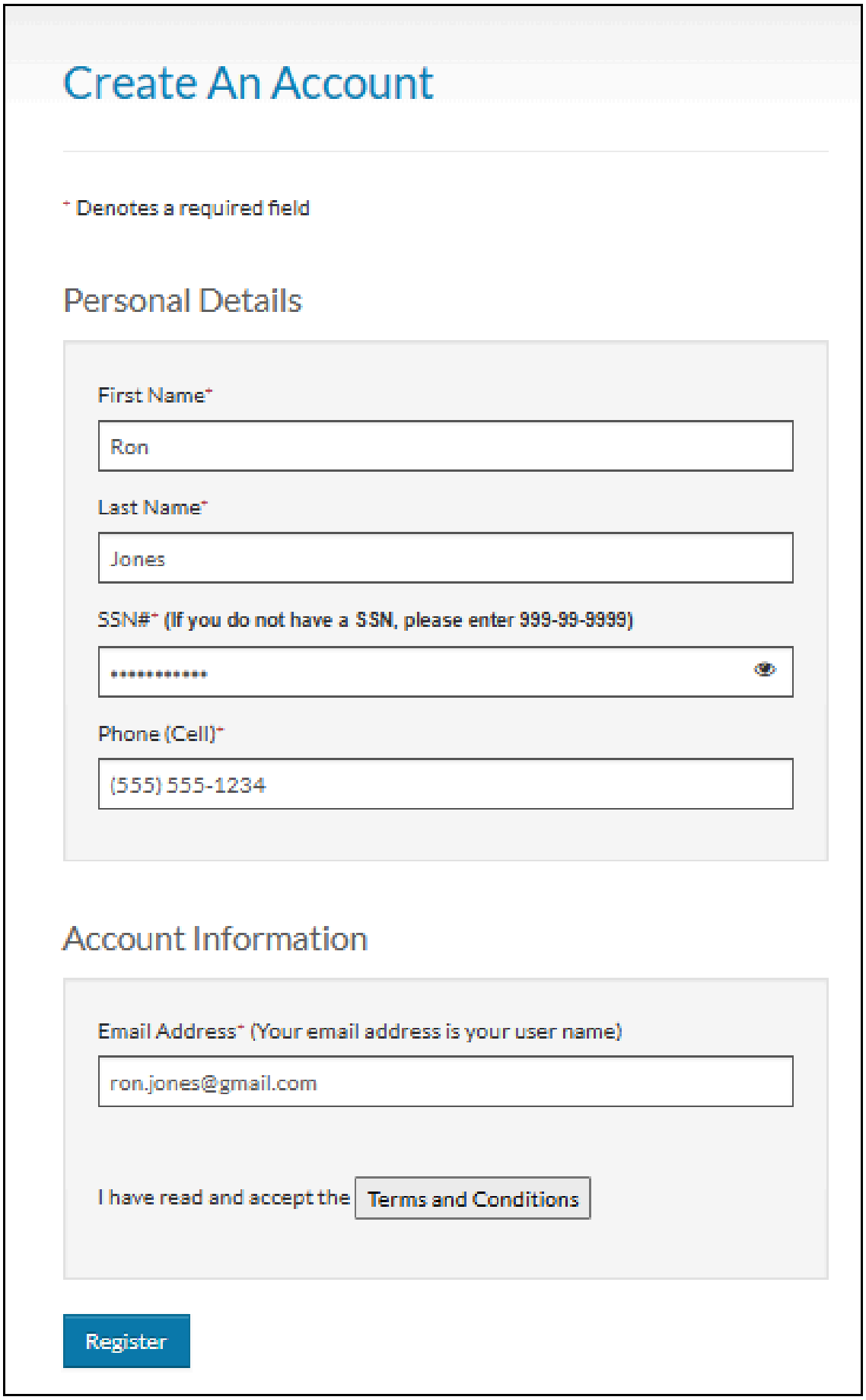


The screen asks if you have a registration code or not. Select the appropriate option.



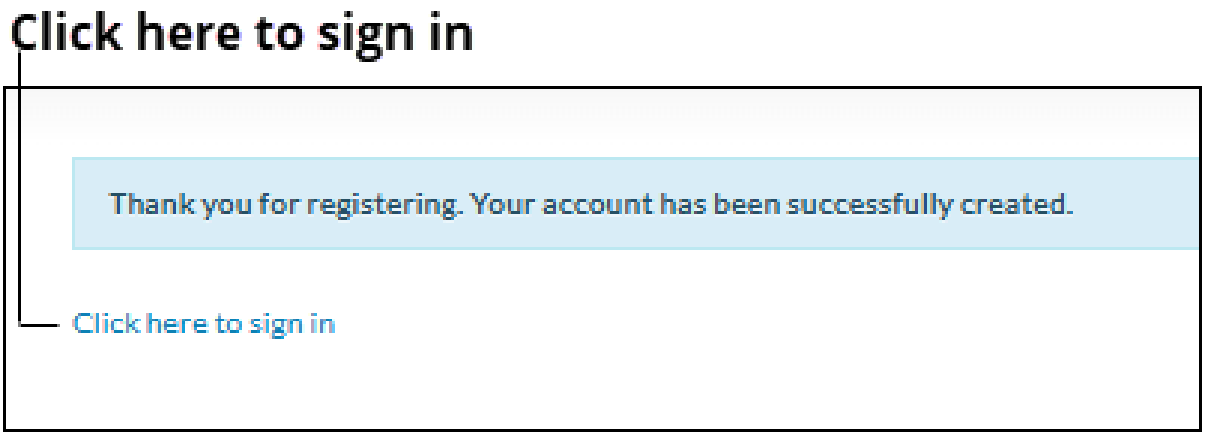
> **Do I need a registration code?** If you have an existing record in our system, you must use a registration code. If you received a notification from our agency, your registration code is listed on that notice. If you are new to our agency, you can register without a registration code.
>
> If you do not know your registration code, or if you are unsure if you need a code, contact our agency.

Next, complete the registration screen and click **Register**.

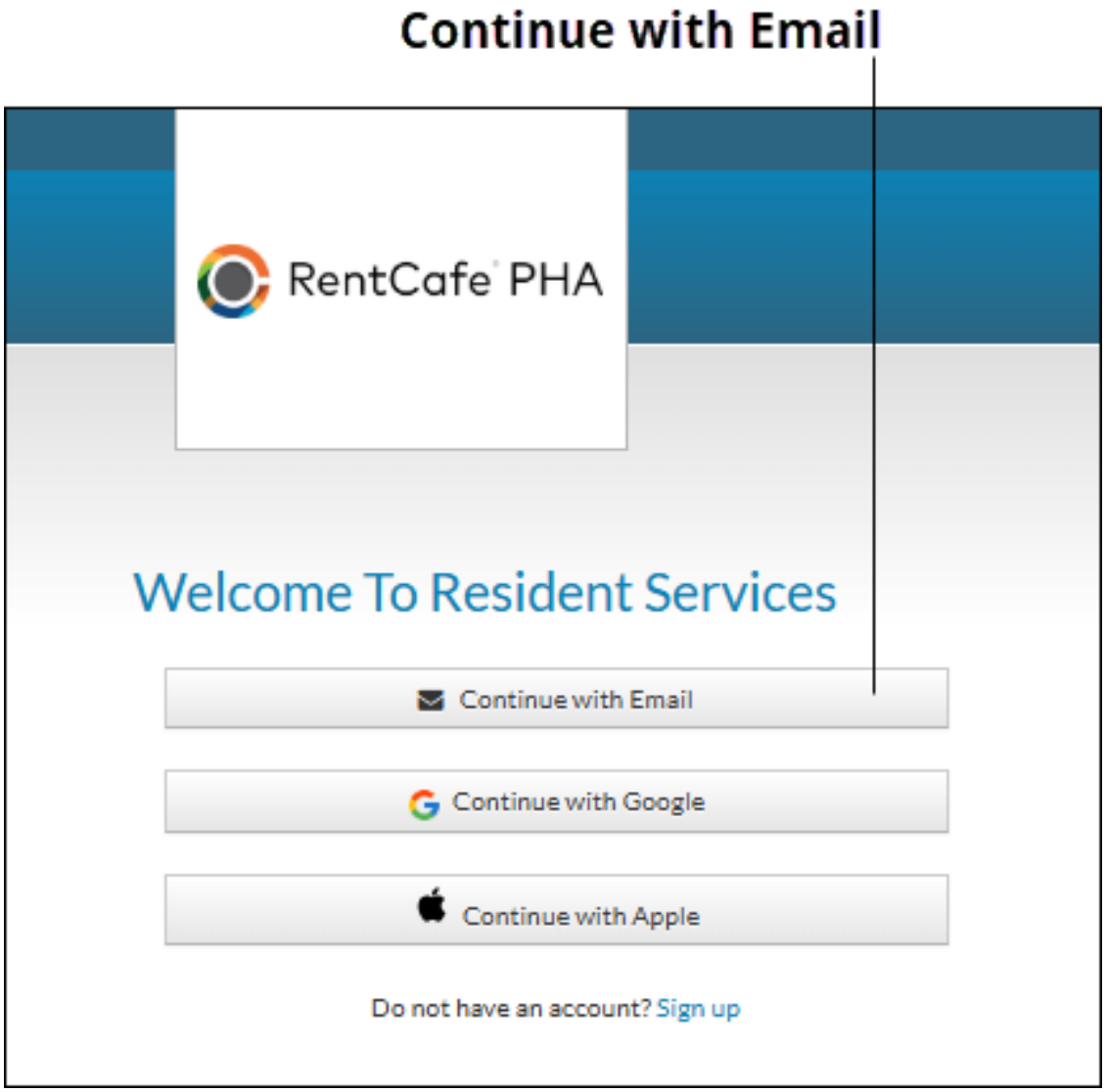


NOTE: The email address you use to register will be used to receive verification codes for logging into the portal. Please enter a current email account.

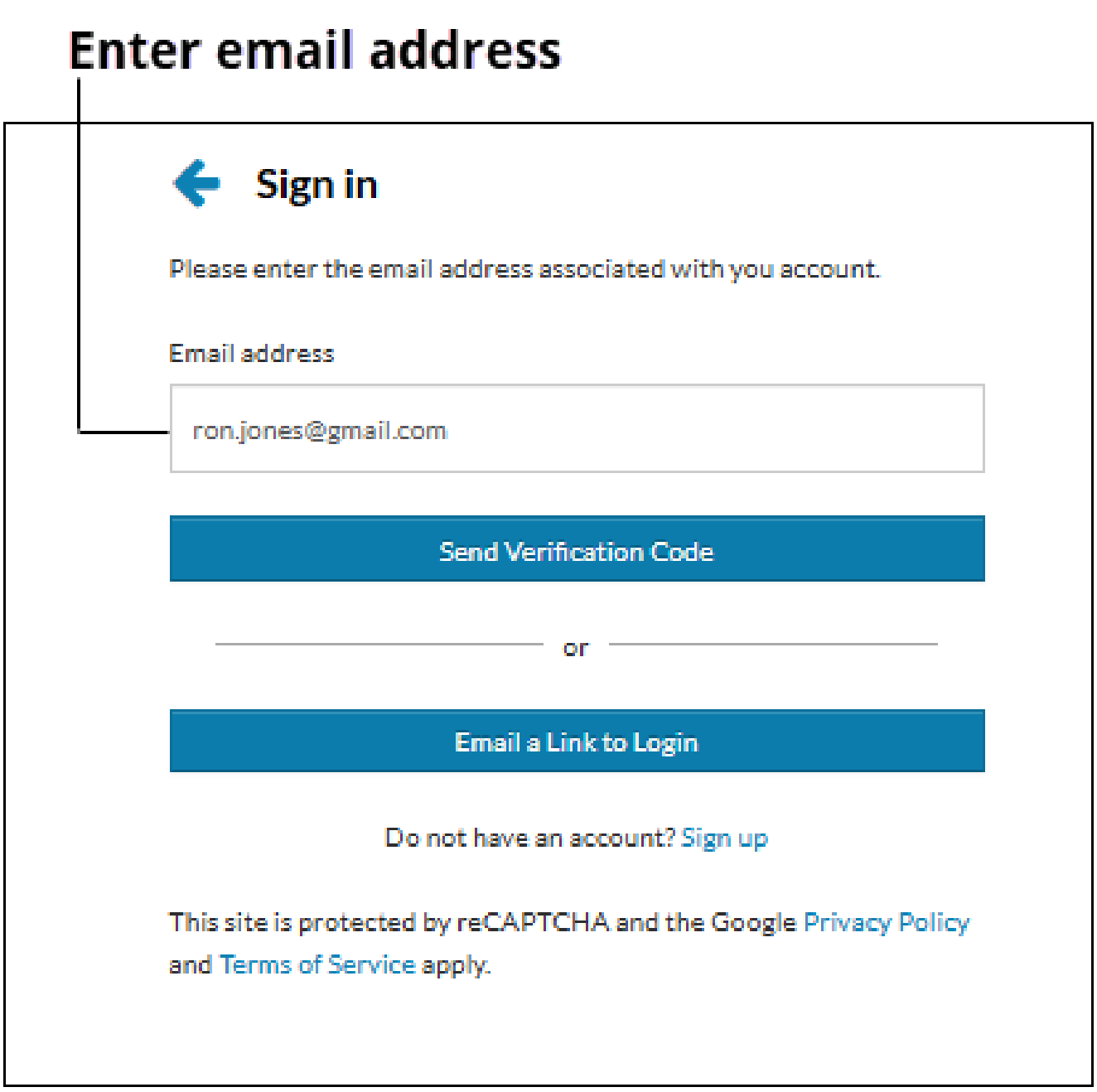
Once you successfully create an account, select the **Click here to sign in** link to return to the login page.



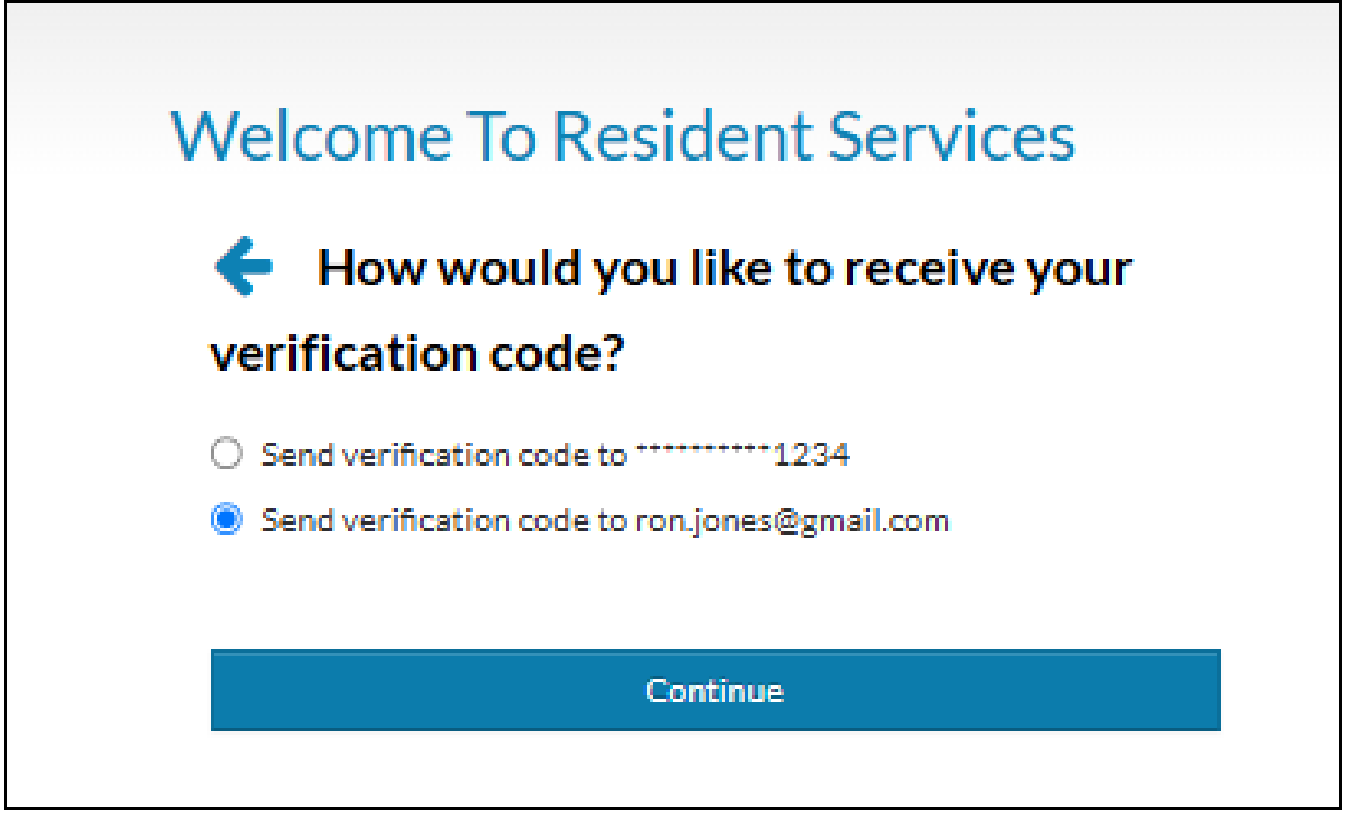
Once you create an account, you can log in to the portal without needing to remember a password. First, the login screen prompts you to enter the email address associated with the account.



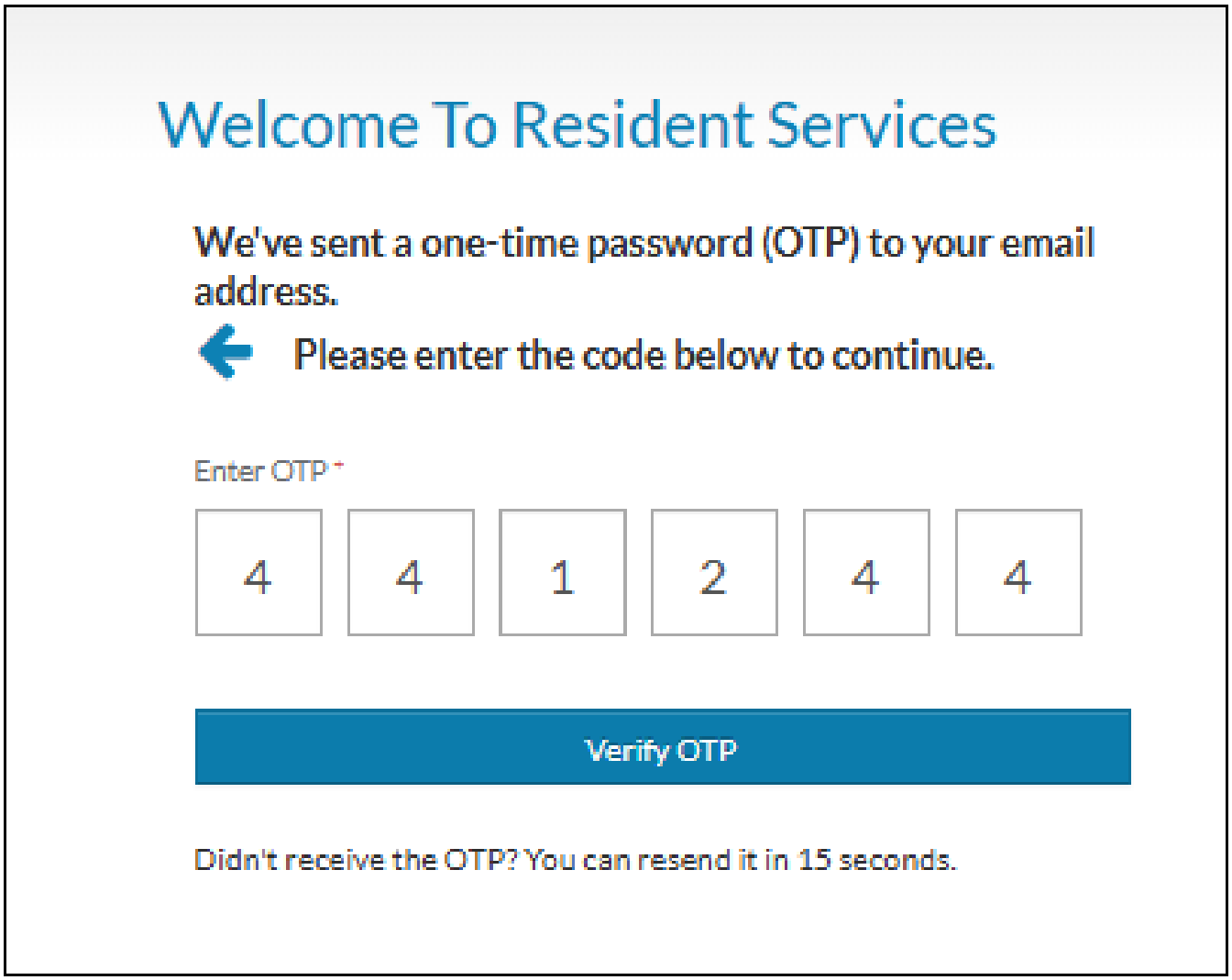
Once you enter your email address, you have two options: you can either receive a one-time verification code or an email link that automatically opens your account.



If you choose to receive a one-time verification code, select whether you want this code sent to your email address or texted to your phone.



Once you receive the verification code, enter it in the fields provided to log in to your account.



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