iVisions Portal Registration

If you have already registered **DO NOT** re-register, just log in.

1. Log into the portal at [https://apachejet.pinaldps.org](https://apachejet.pinaldps.org) (This is a new link as of March 21, 2015)

2. Click on "Register" located in the upper right area of the screen.

3. Create your unique user name
   Answer all questions
   Create your password

   **(Make a note of your user name and password for future reference)**

   Click on “Register” at the bottom center of the screen.

4. You will see the following message:

   ![Warning](image)

   An e-mail with your verification code has been sent to your e-mail address:
   Your address will appear here
   Please access your in-box and get the verification code, which is required to log-in first time.

   This e-mail will be from Cindy Reichert with the subject line iVisions new user registration (if you don’t see it within a few minutes, check your “junk” folder)

5. Open the e-mail. It will contain your verification code. Near the center of the e-mail, you will see “You may use the following link to complete your verified registration:” Simply click on the link following that statement which will bring you back to the login screen. The verification code will be automatically entered for you.

   Enter your password and click "LOGIN"

6. You are now at a WELCOME screen. Locate the EMPLOYEE LINK box on the right side of the screen, enter the required information, and click "Register".

   **Please enter your information to be authenticated.**

   Last four Digits of SSN:

   Home Zip Code:

   Date of Birth: **(MM/DD/YYYY)** Calendar

   ![Register] ![Cancel]

7. Your information will now be available for your verification. You will see the question “IS THIS YOUR INFORMATION?” IMPORTANT: If this is indeed your information, look just below your information and click on the button that says "LINK". You have now completed the process and will see the note that “you are an authorized portal user”. Next time, you will need only to enter your user name and password.

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