

- **Step 1:** User will receive two emails
 - One with User ID
 - One with your temporary password

From	Subject
GrangeAgent.com	GrangeAgent.com User Activity Notice
GrangeAgent.com	GrangeAgent.com User Activity Notice

Step 2: Log on GrangeAgent.com with your user ID and temporary password.

Login	
User ID: Passwork: New user? Log to Saw this Online User D.	User ID: Password: Log In
Ecopot User ID2 Ecopot Password2 Need Help2	

Step 3: Enter and confirm a new password for your account.

New User Account Activation			
Change Account Password > Set Security Questions > Done			
First Name: New Middle Initial Last Zimme: User Emmil Address Emmil Address Plasae actor spor new password fails. Plasae default: Plasae default: Plasae default:	Confirm	New Password: n New Password:	
 -be o to characters. -include at least 1 number. -include at least 1 uppercase character. -include at least 1 lowercase character. -include at least 1 lowercase character. 			? Submit >
New Password			
2 Submit >			

Step 4: Answer each of the three security questions.

Change Account Password P	② Set Security Question	s⊧	Done	
Please submit answers to these If your account.	security questions to co	mple	te the regi	stration
Vhat is your mother's maiden n	ame?			
What is the name of the town w	ere you were born?			
What was the make of your first	car?			

Step 5: Activation is completed.

Click 'Click to Continue' to access GrangeAgent.com

Your answers to the security questions have been saved. Please use your new password the next time you log on GrangeAgent.com.
Click to continue >

Step 6: (For Principals and Administrator):

- To create and manage user accounts for your office staff in Grangeagent.com
- In the left navigation select 'Your Agency' then click 'Grange User Access'
- For additional help creating new users, click here to view the Grange User Access Guide.