

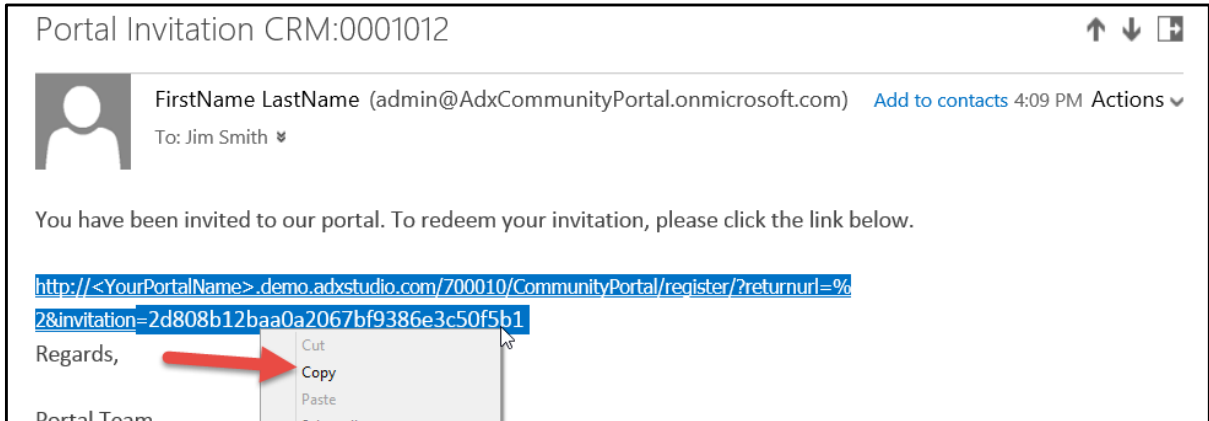


Redeem Portal Invitations

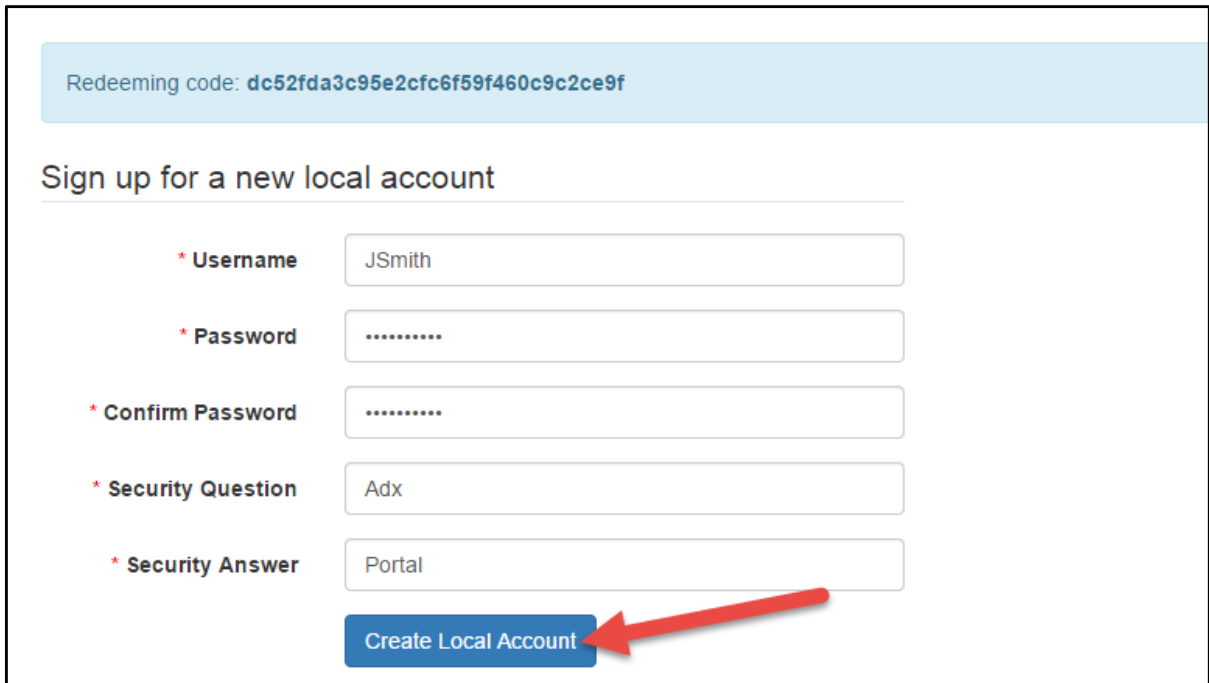
After completing this guide you will be able to redeem an invitation sent to a new user allowing them to access the web portal.

How to Redeem Portal Invitations

- 1) Open the Invitation email you received.
- 2) Select, right click, and copy the URL link.



- 3) With your internet browser, navigate to the URL.
- 4) Fill out the registration form and click Create Local Account.



5) You now have a local account.

Profile

Jim Smith

Profile
Change Password

Please provide some information about yourself.
The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.
The **Email Address** and **Phone** number are required but will not be displayed on the site.
Your **Organization** is required, and a **Title** is optional. They will be displayed with your comments and forum posts.

Your Information

First Name * **Last Name ***

E-mail * **Phone Number**

Organization Name **Title**

6) If you try to use the same Invitation code, you will see the message below.

Community Portal

All Search

Content Blogs Events Forums Help Desk Ideas Issues

Register

The invitation has been redeemed successfully.

This concludes the *Redeem Portal Invitations* guide.

Please proceed to the *Using Open Registrations* guide.