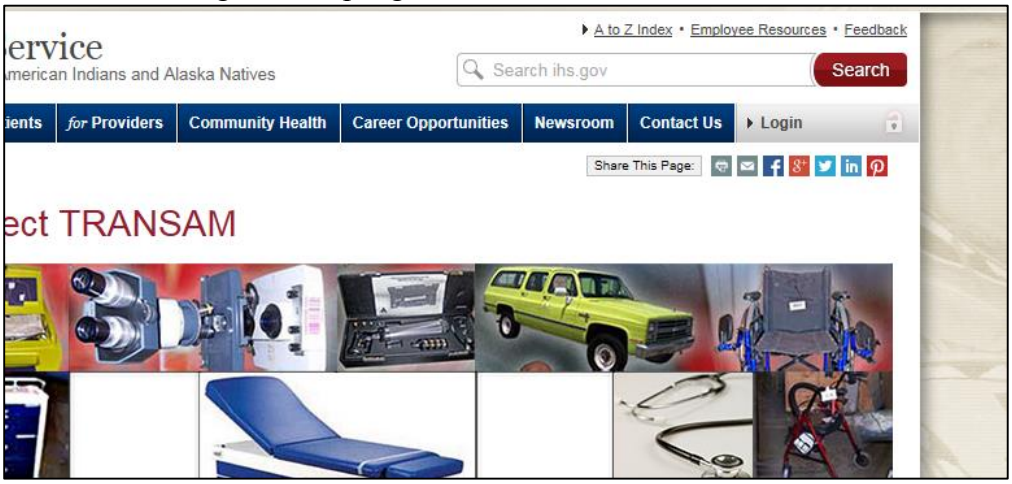
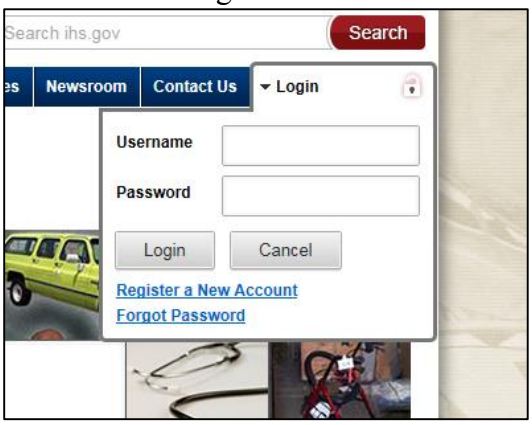
# Instructions for Creating Login & Profile

1. Click on “Login” on top-right of the screen

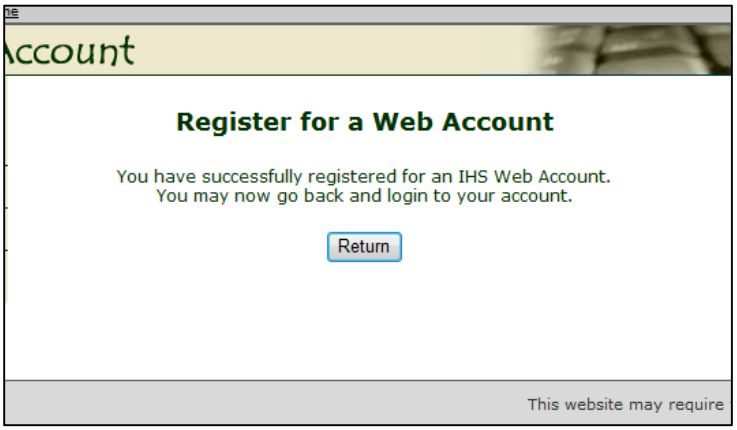



2. Click on “Register a New Account”

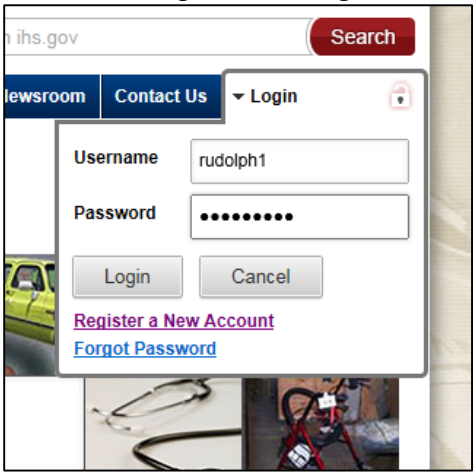



3. Complete all Required Fields, and Click “Submit Registration”

4. Click “Return”

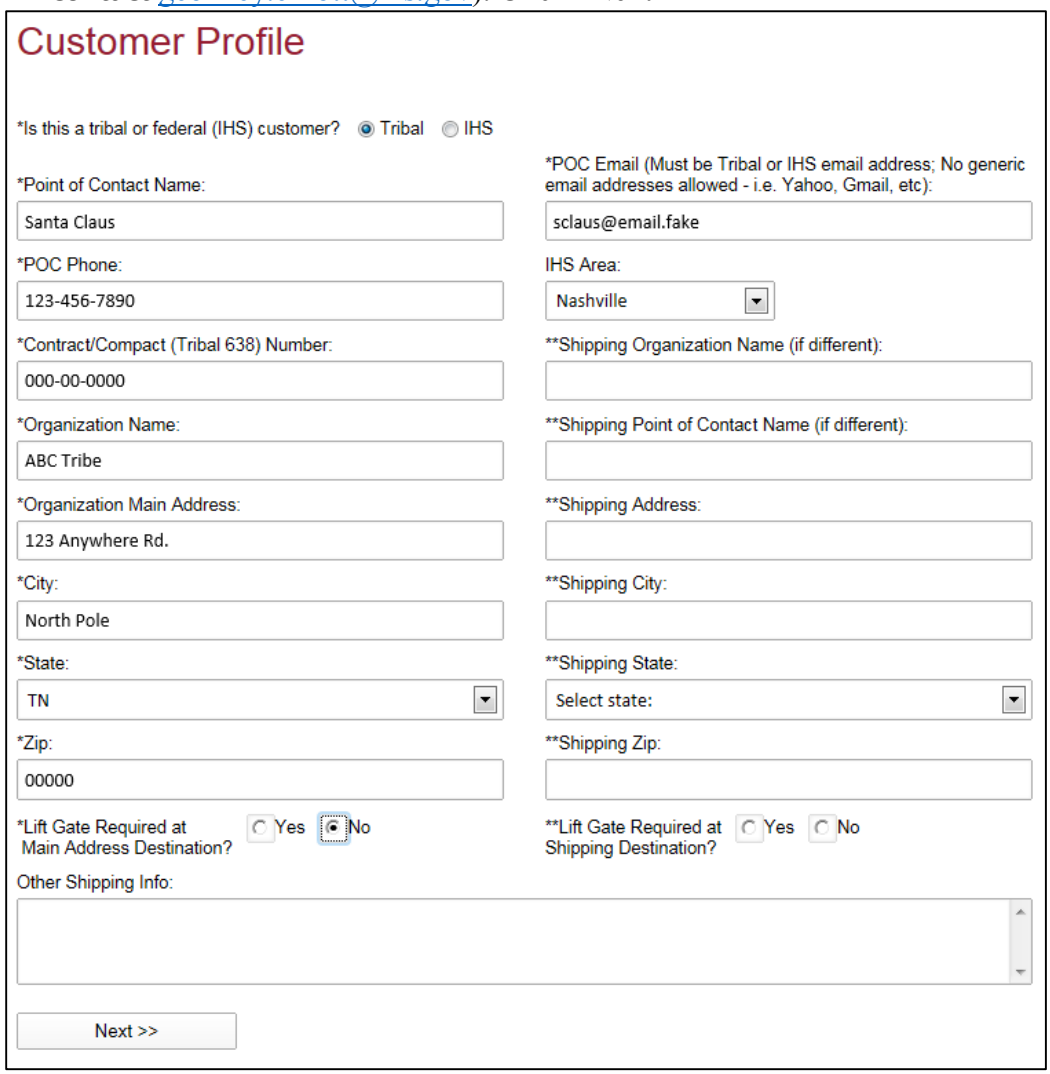



5. Click “Login”, and Login with the account previously created




6. Click on the “Customer Profile” tab on the left side of the page

7. Complete all required information (**NOTE: If "Tribal", you must enter your Tribe's 638 Contract/Compact Number with IHS (Not BIA). If you do not have this information, please contact** geoffrey.elliott@ihs.gov). Click "Next"




8. If "Tribal" you will receive the following message – Click the "Request for Access Form" link, and a new tab containing the form will open. Follow the instructions on page one of the form

9. After the form is completed, and forwarded per the instructions, your account request will be reviewed, and approved or denied, based on the information contained therein. You will receive an email with the approval or denial status.

**<u>IMPORTANT:</u> Project TransAm is attempting to consolidate requests to one specific POC with each Tribe. Therefore, if a member of your Tribe already has an account, your request might be denied with a follow-up email stating that you should contact the person designated by your Tribe to make requests.**