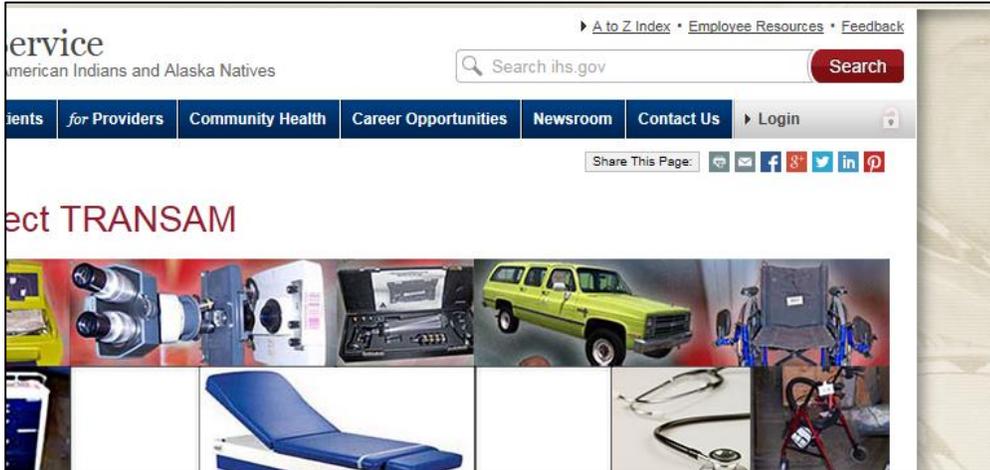


# Instructions for Creating Login & Profile

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”

### Register for a Web Account

**To access any login protected IHS system, you need:**

- An IHS Web Login:** If you have an IHS.gov web account you can login by clicking the 'Login' link found on websites which use the login system. If you do not have an IHS Web Systems Login, you can register with the system by filling in the form below.
- System Permissions:** Once your account is established you will need to request access from the website administrator of the web site in question. Contact information for the website administrator of any IHS.gov website can usually be found on the left side of the site's home page as 'Contact Us' or 'Content Manager'.

\* Indicates Required Field

\* **First Name:**

**Middle Initial/Name:**

\* **Last Name:**

\* **E-mail:**

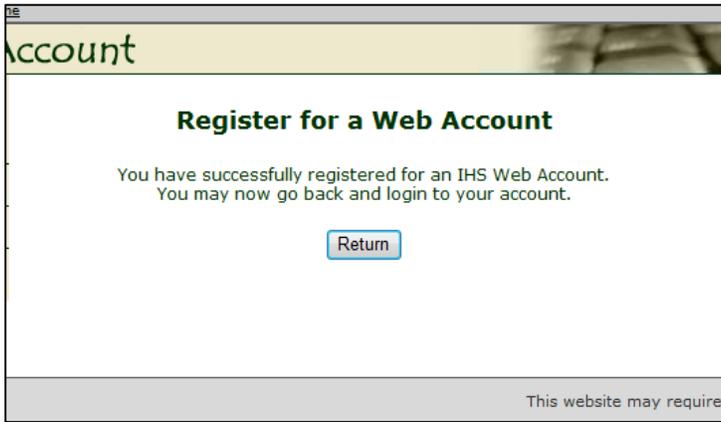
\* **Username:**

Passwords must be at least eight characters long with at least one capitalized alphabetical character, at least one numerical character and at least one special character. Passwords must be changed every 90 days.

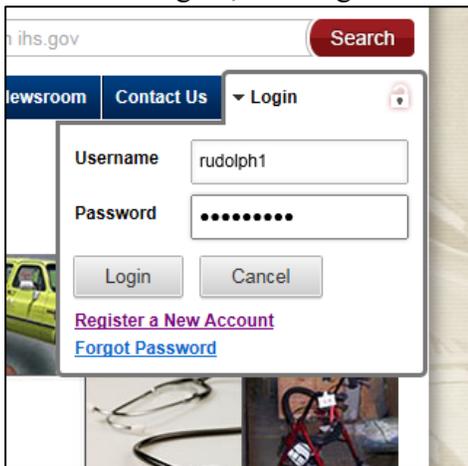
\* **Password:**

\* **Re-enter Password:**

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](mailto:geoffrey.elliott@ihs.gov)**). Click “Next”

## Customer Profile

\*Is this a tribal or federal (IHS) customer?  Tribal  IHS

<p>*Point of Contact Name:  <input type="text" value="Santa Claus"/></p> <p>*POC Phone:  <input type="text" value="123-456-7890"/></p> <p>*Contract/Compact (Tribal 638) Number:  <input type="text" value="000-00-0000"/></p> <p>*Organization Name:  <input type="text" value="ABC Tribe"/></p> <p>*Organization Main Address:  <input type="text" value="123 Anywhere Rd."/></p> <p>*City:  <input type="text" value="North Pole"/></p> <p>*State:  <input type="text" value="TN"/></p> <p>*Zip:  <input type="text" value="00000"/></p> <p>*Lift Gate Required at Main Address Destination? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>*POC Email (Must be Tribal or IHS email address; No generic email addresses allowed - i.e. Yahoo, Gmail, etc):  <input type="text" value="sclaus@email.fake"/></p> <p>IHS Area:  <input type="text" value="Nashville"/></p> <p>**Shipping Organization Name (if different):  <input type="text"/></p> <p>**Shipping Point of Contact Name (if different):  <input type="text"/></p> <p>**Shipping Address:  <input type="text"/></p> <p>**Shipping City:  <input type="text"/></p> <p>**Shipping State:  <input type="text" value="Select state:"/></p> <p>**Shipping Zip:  <input type="text"/></p> <p>**Lift Gate Required at Shipping Destination? <input type="radio"/> Yes <input type="radio"/> No</p>
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Other Shipping Info:

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

## Customer Profile

Please save and follow the instructions on the [Request for Access Form](#) to have this account approved and activated.

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.

**IMPORTANT: 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.**