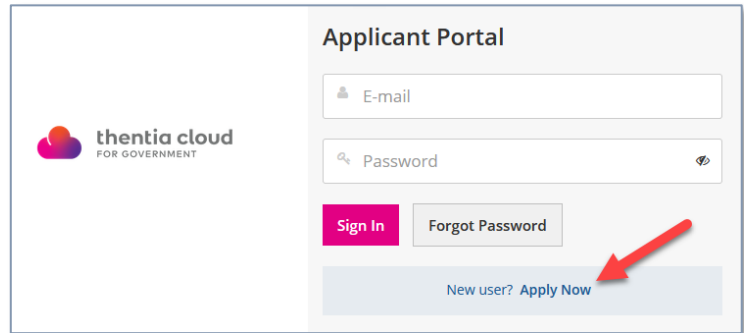


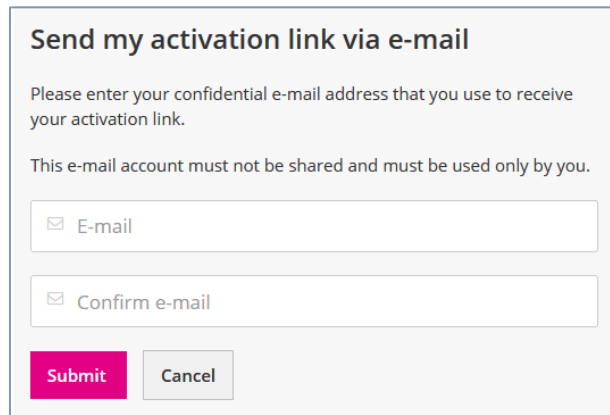
How to Create a Portal Account as a New Applicant


Welcome to Thentia Cloud! This guide provides step-by-step instructions on how to create an applicant account to apply for licensure.

1. From the Applicant/Application Portal login screen, select the **Apply Now** link.

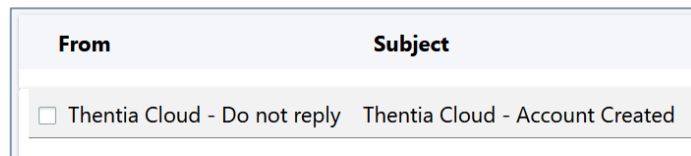



2. Enter an email address that you use to retrieve your activation information and select **Submit**.
A temporary password is created and sent to your email.

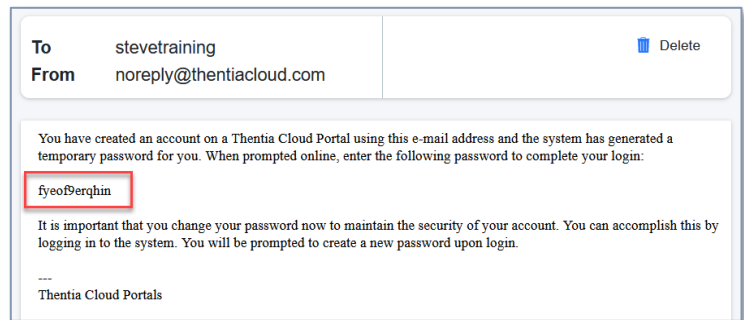


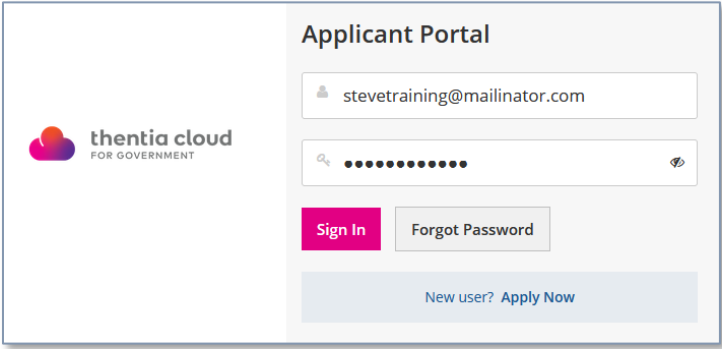

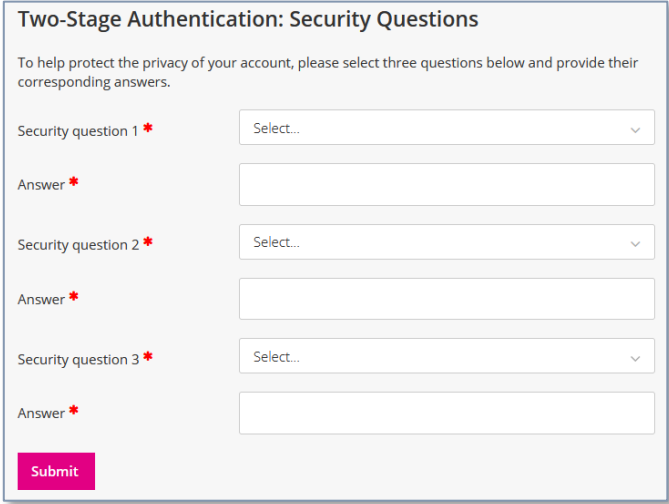
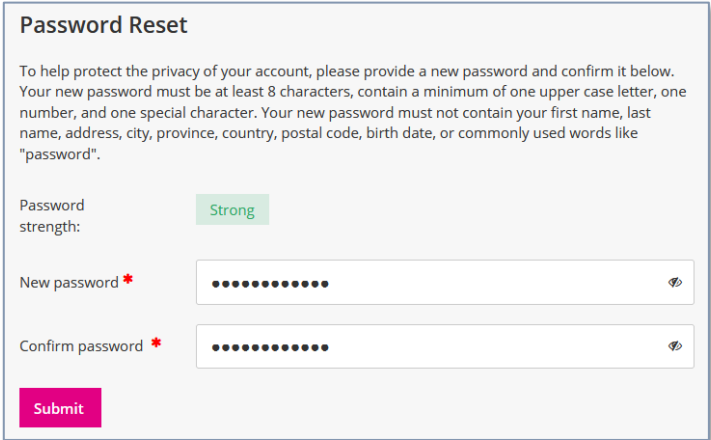
 The email provided will also be used as part of your sign in credentials.

3. Locate and open the *Thentia Cloud – Account Created* email and copy the temporary password.



 If you do not see the account created email from Thentia Cloud in your inbox, be sure to also check your spam and junk folders for it.



<p>4. Return to the login screen and sign in with your email and temporary password.</p>	
<p>5. Set your security questions and answers. You will be asked to answer a question as part of the two-stage authentication during login.</p> <p> Answers are case sensitive and must be entered the same way when prompted during login.</p>	
<p>6. Set your permanent password and select Submit.</p> <p>Password requirements are:</p> <ul style="list-style-type: none"> • At least 8 characters long • At least one upper-case letter • At least one lower-case letter • At least one number • At least one special character 	
<p>Upon successfully logging in, you can:</p> <ul style="list-style-type: none"> • start a new application • continue an already started application • view/pay fees and receipts • Change email address, reset security questions or reset password in <i>Account Settings</i> 	