

# Online Registration

You can use this quick reference guide as a fast reminder of the basic steps for registering online.

1. Navigate to the Access Online web site and then click the **Register Online** link.

2. Specify your organization short name, account number, and expiration date.
3. Click **Register This Account**.

4. Review the license agreement and click **I Accept**.

5. Specify your user ID, password, authentication, and contact information.
6. Click the **Continue** button.

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