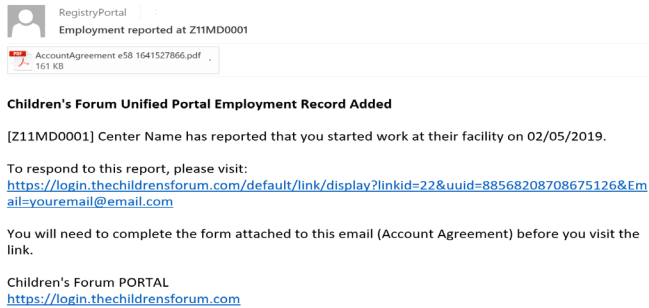


NEW Employment Confirmation & Personal Account Creation Process

Step 1: Retrieve Email from registryportal@thechildrensforum.com

Effective January 2022, once a program director adds an employee to their Roster within the Children's Forum Portal, the employee receives an email with an Account Agreement attached and a link to confirm employment with that program and create a Personal Account within the Portal. The email goes to the email address provided for the employee on the Roster. Look for an email like the following. Be sure to check SPAM folders if you do not receive it.



Step 2: Open Attachment, Complete, Scan and Save to PDF

Print and complete the Account Agreement attached to the email. Scan and save the Account Agreement as a PDF document for uploading into the Portal. Click [here](#) for information on how to create PDF documents.

Step 3: Click Link & Confirm Employment

Click the link in the email, which will go to a page in the Portal to confirm your employment. Click the **blue** "I am currently an employee at this facility" button. **NOTE:** Clicking the **red** "I do not work at this facility" button will delete this page and remove the person's information from the Roster.

This facility has claimed that you are an employee.

By agreeing that you work at this facility, you agree that your facility director will be able to view your recent education, see your status in T.E.A.C.H. and Incentive\$, and submit completed education on your behalf.

Step 4: Upload Account Agreement and Complete 5-page Form

Once you click the blue button, a form will appear at the bottom of the page. Click the **blue** "Browse file" button to upload the completed Account Agreement (PDF only). Then provide the requested information on each page of the form. Click the green **"Next"** button at the bottom of each page to go to the next page. Click the green **"Complete Process"** button on Page 5 to submit the form once it is completed.

NOTE: First Name and Last Name on Page 1 and Email Address on Page 5 will automatically show up on this form based on what was submitted on the Roster. This information cannot be changed on this form. If it is inaccurate, contact your program director to correct it on their Roster.

Page 1 Page 2 Page 3 Page 4 Page 5

* Required field

Page 1 - Identity

Please upload the signed and completed Account Agreement

LEGAL First Name

CURRENT LEGAL Last Name

LEGAL Maiden Last Name

Day you were born (mm/dd/yyyy)