Setting up an Account
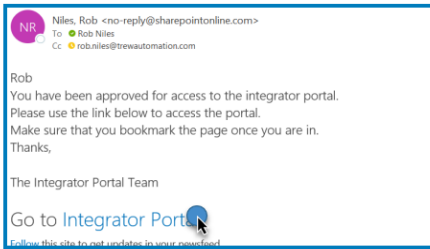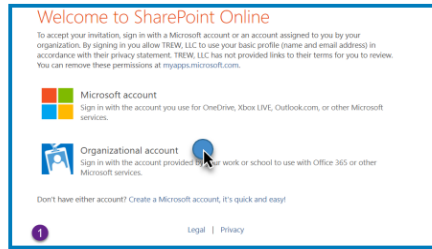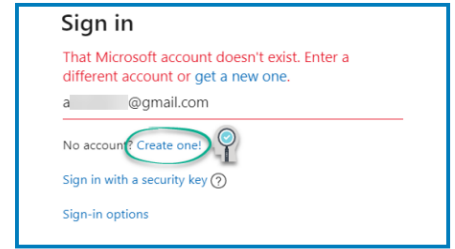
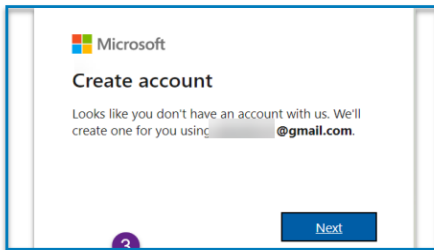## *For non Microsoft 365 Accounts*

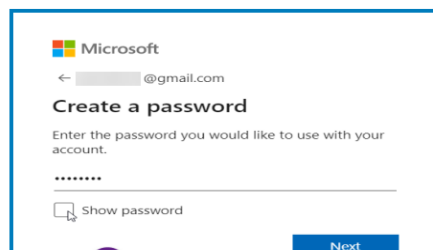**1** Click Integrator Portal in the email you receive

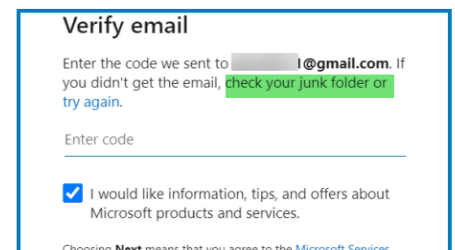
2 Choose Organizational Account

3 You will receive the message that your account doesn't exist. Click *Create one!*
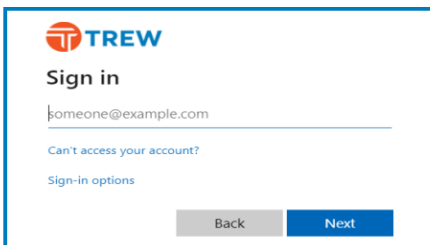

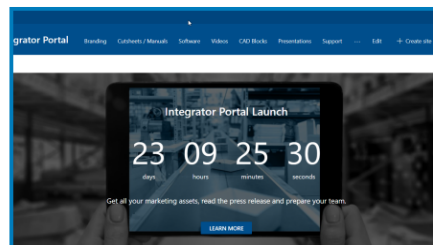**4** Your email will become your login to the portal

5 Create your password, choose something you can remember. Click Next

6 Check your email for the code, enter it and Click Next Check your junk mail if you don't see it

7 Sign in with your email click Next and enter your password

8 Please Bookmark this site