How to Create an Account
(last revised: 6/6/20)

This help document is a living document and will be updated as needed. Check the CARES Act Provider Payment Program page for the latest version.

Audience
Providers

Purpose
This document will outline how to create an account for the CARES Act Provider Payment Program by creating a username, verifying your email address, and changing your password.

Instructions
1. Navigate to the CARES Act Provider Payment Application page and select Register.
2. You will be directed to create an account page. Enter your First Name, Last Name, and Email into the fields.

3. Click the Sign Up button.

4. You will be prompted to check the email associated to your username to verify your account and set a password. Go to your email and open the link provided to change your password.
5. You will be directed to the Change Your Password page. Enter a password based on the criteria (10 characters, 1 letter and 1 number) into the **New Password** and **Confirm New Password** fields.

6. Click the **Change Password** button.

*Note: Check your spam folder if you do not see a confirmation email a few minutes after submitting.*
7. You will be directed to the CARES Act Provider Payment Program homepage for your account.