




Creating a Login account for the PTCS website

December 2009

The following document will outline how to create a user account for the PTCS website.

- Effective December 15, 2009!

<p>1. In your Internet browser type website address: http://ptcsnw.com</p>	
<p>2. On the right side of the screen click Register.</p>	
<p>3. Select the proper group and click Next.</p> <p>Example:</p> <ul style="list-style-type: none">• Contractor• Utility• Coalition	

4. Fill out all required information and click **Create User**.

Register New Account

Login / User Name	<input type="text"/>	Company Name	<input type="text"/>
Password	<input type="text"/>	Company Address	<input type="text"/>
Confirm Password	<input type="text"/>	Company City	<input type="text"/>
E-mail	<input type="text"/>	Company State	AK <input type="text"/>
First Name	<input type="text"/>	Company Zip	<input type="text"/>
Last Name	<input type="text"/>	Company Phone	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>

Previous

Create User

5. Click **Continue**

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Register New Account

Registration Complete

Thank you for registering. Please allow 1-2 business days for your account to be approved.

Continue

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6. Pending approval from PTCS administrators, you will receive an e-mail with website registration information.

Please note: For contractors to access and process "My Measures" feature in this website, you must be PTCS certified. To learn more about becoming PTCS Certified, send an e-mail to info@ptcsnw.com.

My Measures - allows contractors to enter and/or view existing jobs.

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Dear Justin:

Thank you for registering with the PTCS program. Your user account will be reviewed shortly and you will be granted access. You will receive a role-confirmation email when that is done.

If you have any questions, please contact the PTCS team at info@ptcsnw.com.