**How to: Create a My Portal team**

**Step 1**  From the waportal.org home page select *my portal* in the navigation at the top of the page (you may need to log in).

**Step 2**  From your My Portal dashboard, on the right panel under Quick Links, select *Create or Join a Team*.

OR

If you are already on the Teams search page, scroll to the bottom of the left panel and select CREATE A TEAM.

**Step 3**

a. Choose a name and description for the team.

b. Indicate whether or not the team is associated with an Accountable Community of Health or select “Team not associated with an ACH.”

c. Provide the name of the organization you work with.

d. Select one of the two choices for team type.
   - An improvement team is one where members work in a shared location, like a state agency, a health provider or organization.
   - A shared interest team may have members from several organizations across the state.

e. Click Create Team

**Step 4**  WA Portal staff reviews all team requests and will approve your team within 24 hours during state business hours. It is strongly recommended you contact the WA Portal support staff when creating a team in order to receive consultation and assistance with onboarding team members.