

Go to www.waportal.org

- Click **login** at the top of the page and, if you do not yet have an account, select **Create new account** in the middle of the screen
- Complete the form
- There are several required fields, marked with **red asterisks**
- If your work is not associated with a specific Accountable Community of Health, select “*Not associated with an ACH*” in this required field
- Read the terms and conditions then check the box
- Check **Subscribe to Exchange Notifications**. Notifications are essential for participating fully in My Portal teams. You can change this setting later if needed
- And then finish your registration by clicking **CREATE NEW ACCOUNT**
- A **Next Steps** page opens with a message alerting you that an email has been sent. If you don't receive it please check your spam folder for email from waportal@doh.wa.gov.

After you receive the email at the address you used in your account registration:

- Open the email, and click on the first link.
- Select **LOG IN**
- Create a password for your account
- Click My Portal on the right panel, follow instructions under Get Started for saving your first resource
- Click the **My Portal** link at the top of the page.

Congratulations! You're on your way!

The screenshots illustrate the following steps:

- Accessing the 'Create new account' page from the WA Portal homepage.
- Completing the registration form, including selecting 'Not associated with an ACH'.
- Receiving a confirmation message in the 'Next Steps' section.
- Setting a password and clicking the 'LOGIN' button.
- Logging in and navigating to the 'My Portal' section.