

_SigningUpforAccessACS

To sign up for Access ACS, you must be working on a computer on which ACS People is installed.

1. On the Access ACS home page, under **Ready to Sign Up**, click **Click Here**.
2. Under **Terms of Service**, click **I understand there is a charge for this service. I am authorized to agree to this charge** and click **I Agree**.
3. Complete the **Access ACS Registration** form. Required fields are in bold type. Please note, if you are already a registered user, click **Click Here** at the bottom of the page to log in.
4. Click **Finish**. To return to the Sign In page, click the word **Here**. Check your e-mail for sign in information.