


REGISTRATION ACCESS

To begin the registration process, go to:
www.mypeoplenet.com

CREATE AN ACCOUNT

To register for the first time, select 'Create an account'.

Step 1: Enter Required Information

1. Enter your First Name
2. Enter your Last Name
3. Enter the Last 4 digits of your SSN (Social Security Number)
4. Enter your Email Address
5. Re-enter the same email address for confirmation.
6. When you're done, select: 

Your email address is your User ID.

Step 2: Enter Additional Details

1. Enter your 10-digit 'Cell Phone' number and select your service provider.
This step is optional. You can complete registration without providing your phone number.

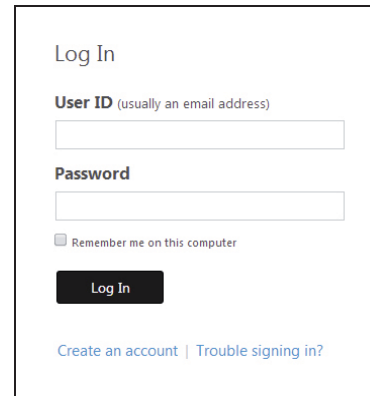
Why should I enter my phone number?

We may send text messages to remind you to enter your time or notify you when your time is approved. Your cell phone information is only used for getting you paid on time and correctly and will never be sent to another company.

* The text messages may or may not apply based on agreements with your agency

2. Enter a unique password
3. Re-enter the same password for confirmation
4. When you're done, select:



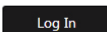


Log In

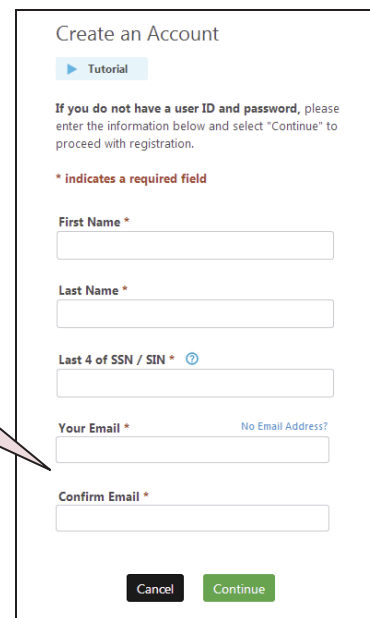
User ID (usually an email address)

Password

Remember me on this computer



[Create an account](#) | [Trouble signing in?](#)



Create an Account

[Tutorial](#)

If you do not have a user ID and password, please enter the information below and select "Continue" to proceed with registration.

* indicates a required field



First Name *

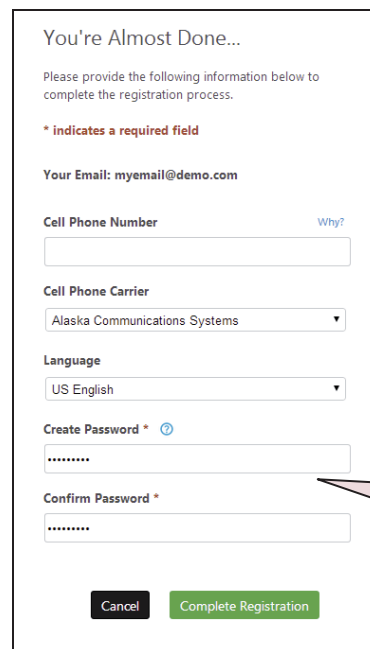
Last Name *

Last 4 of SSN / SIN * ⓘ

Your Email * [No Email Address?](#)

Confirm Email *



You're Almost Done...

Please provide the following information below to complete the registration process.

* indicates a required field

Your Email: myemail@demo.com

Cell Phone Number [Why?](#)

Cell Phone Carrier

Alaska Communications Systems

Language



US English

Create Password * ⓘ

.....

Confirm Password *


.....

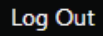
 

Passwords are case sensitive.

Step 3: Confirm Your Registration

You've successfully registered your account.

1. To begin time entry, select: 
2. To return to the home screen, select:



SUPPORT

For a video tutorial of this application, please

click on the video icon  on your screen or go to the following link:

<http://www.peoplenet.com/tutorials/videoplayer.cfm?filename=wte/registration>

