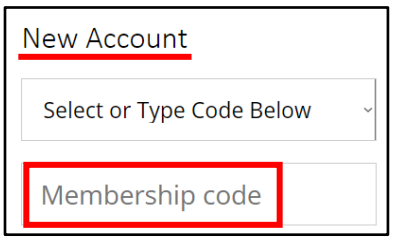
Account Registration

1. Go to https://work-flow.tech and click **REGISTER** on the top menu.

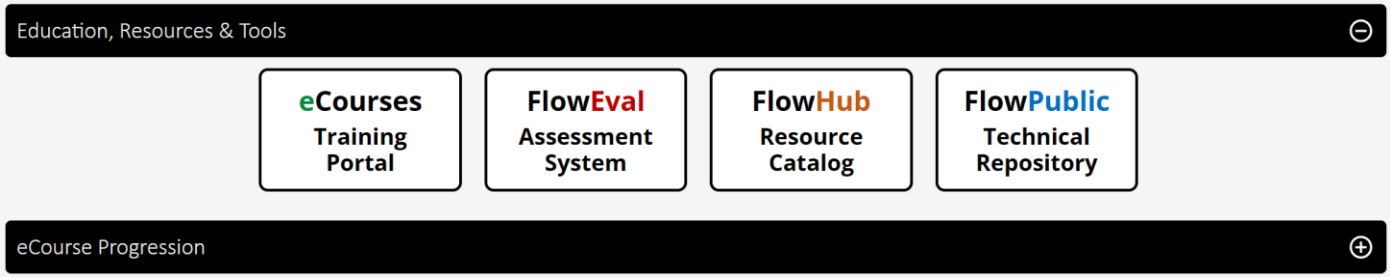


2. **If you have a Membership Code:**
   - Under New Account: ignore the Access drop-down menu.
   - Enter your code. Failure to input a valid code will redirect you to the Payment page.



   - Fill out all the required profile fields (*use your work email address*).
   - Review and accept the Terms of Service.
   - Click the **Sign-Up** button.

   - Upon successful registration, you will be automatically redirected to the Access page:



Be sure to read the ***eCourse Progression*** section and, if needed, consult the ***Glossary*** located under Additional Resources.

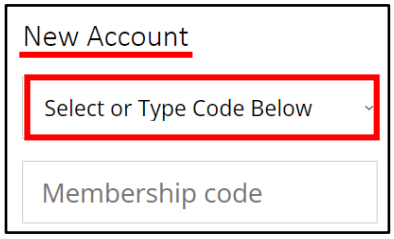
To contact the WORK-FLOW team, initiate a chat session by clicking the Chat Launcher located at the bottom right of each page.



WORK-flow

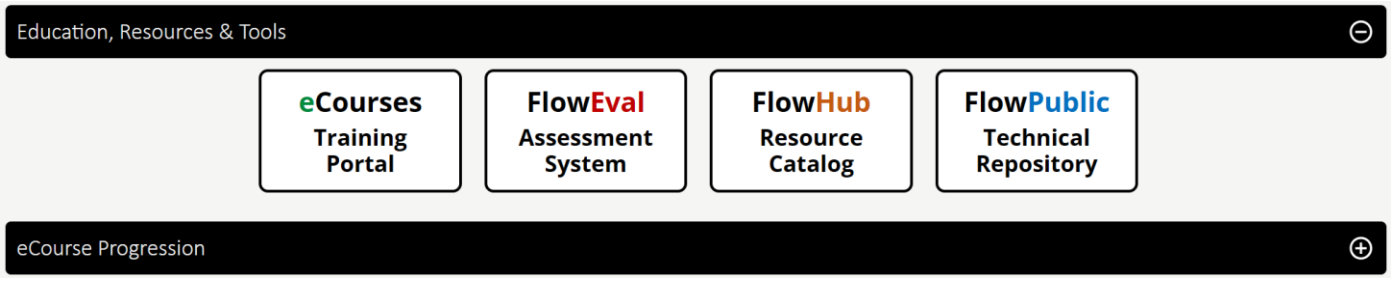
3. If you do not have a Membership Code:

- Under New Account: select Access+ using the drop-down menu.



- Fill out all the required profile fields.
- Review and accept the Terms of Service.
- Click the **Sign-Up** button.

- You will be redirected to the Checkout Payment page.
- Fill out the email address, first, and last name fields then click **Purchase**.
- Finalize the payment via PayPal's portal. Select "Pay with Debit or Credit Card" for a secure payment without a PayPal account (PayPal Guest Checkout *****).
- Upon payment completion, look for 3 emails (check your junk/spam folder).
- Ignore the one titled "***[WORK-FLOW] Payment Finalization Reminder***", only necessary if you did not complete the transaction immediately.
- Click the confirmation link included in the "***[WORK-FLOW] Email Confirmation***" email: your account is now activated.
- The final email titled "**Verify your account**" helps reconciliate your purchase with the account registration to give you access to your purchase history.
- Log in with your credentials (username and password): you will be automatically redirected to the Access page:



Be sure to read the ***eCourse Progression*** section and, if needed, consult the ***Glossary*** located under Additional Resources.

****** *If you do not have access to PayPal Guest Checkout in your country, either use a PayPal account, have someone else pay by credit card (via PayPal's Guest Checkout), or contact WORK-FLOW to initiate a money transfer via Wise or request a quote to pay using a Purchase Order.*