

Albridge First Time Access Assistance:

You will need to register with the Client Temporary Password you received from your advisor. If you have not received a Client Temporary Password, Call our office at (608) 291-2121 and we will assist you. If you have recently received your Temporary Password, Follow the steps below.

Initial Registration Page (appears at left):

1. Type in your Social Security Number without dashes (for example, 111223333).
2. Type in your Client Temporary Password/Authorization.
3. **If you see a series of images under the Client Temporary Password field**, please follow the on-screen instructions.
4. When completed, select the **Next** button.

User Agreement.

1. Read the User Agreement: and if acceptable select the **Accept** button.

Registration Form:

1. On this form, all fields marked with a asterisk (*) are required and must be entered. Please note, enter this information with care, as the information you enter at this point will carry to your performance reports.
 - a. Enter a unique User Name and Password for your Account.
 - The User Name must be between 6 and 20 characters.
 - The User Name cannot contain the last 4 digits of your Social Security Number.
 - The Password cannot be the same as the Client Temporary Password. It must contain a minimum of 6 characters.
 - b. Select a Name Prefix from the Dropdown list.
 - c. Enter your Last, First Name and Middle Initial as you wish it to be displayed.
 - d. Enter your telephone and fax contact numbers.
 - e. Enter your email address. Do not enter spaces. Your email address is an important means of automatic and direct contact. Ensure that it is correct and operational.
 - f. Enter your Address including State from the Dropdown Box.
 - g. Enter your Date of Birth.

When completed, select the Next button to continue.

A Registration Confirmation message acknowledging your successful registration will display. Select **OK**. Your status as a user of the system is now "Pending".

- Your advisor will be notified of your Registration and pending approval.
- Once your advisor approves, a confirmation will be sent to you by email.