

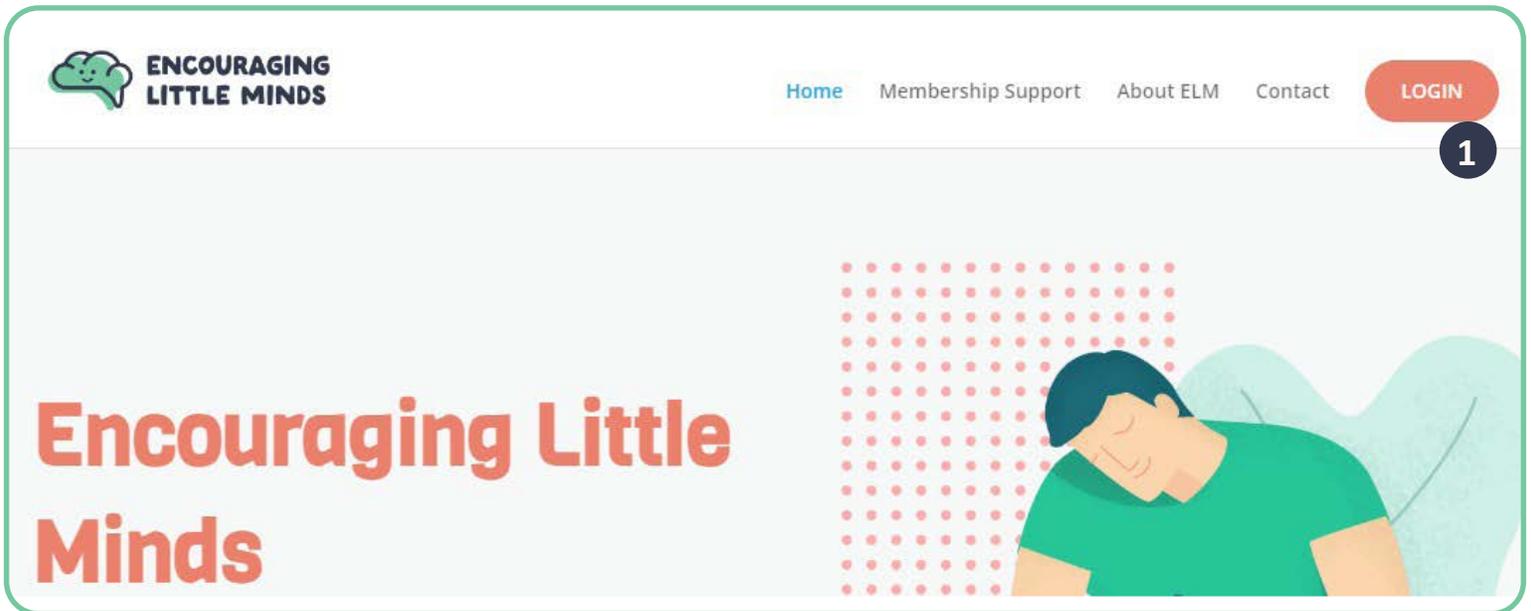
How to Create a Registry Account

Creating a Registry account is FREE and is the first step to joining the Infant and Early Childhood Mental Health Consultant (IECMH) Registry. With an account, you can access your Personal Profile.

Contact Encouraging Little Minds if you have additional questions:

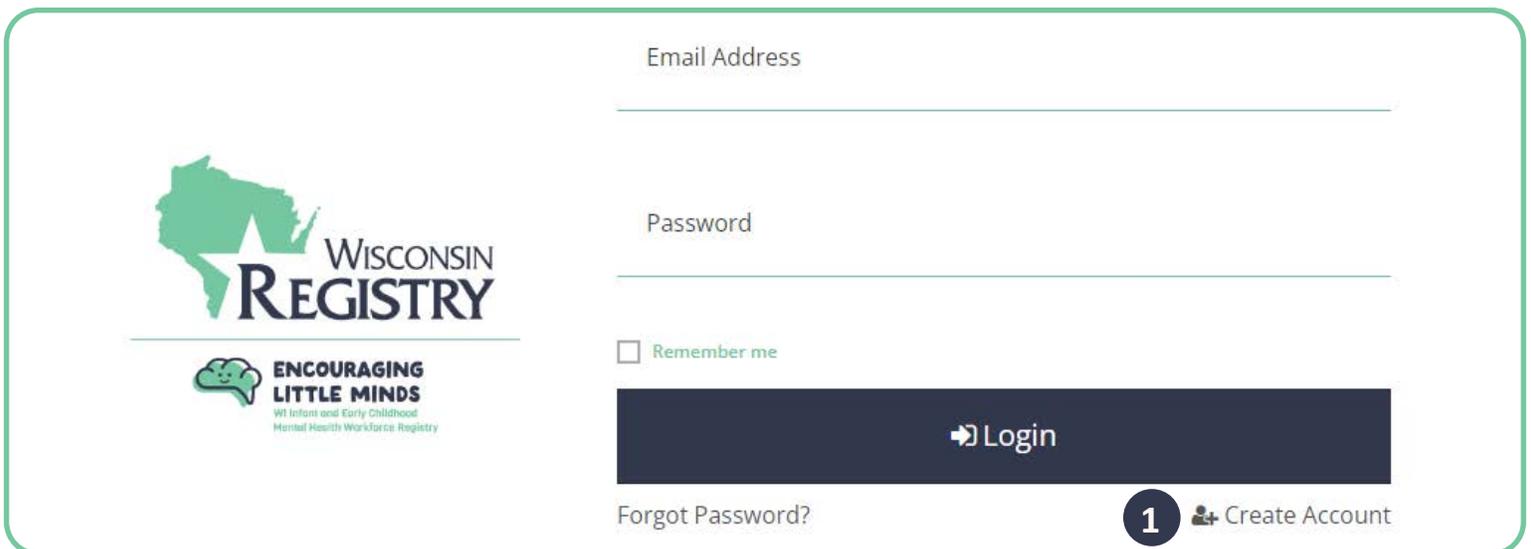
P: (608) 394-2812 | E: support@EncouragingLittleMinds.org

STEP 1: Go to encouraginglittleminds.org and click Login



1. Go to encouraginglittleminds.org and click on Login.

STEP 2: Get Started



1. Click on **CREATE ACCOUNT**.

STEP 3: Verify Your Email

Verify Your Email

You may already have an account with The Registry, but first we must verify your email address.

Please enter your name and your email address below.

First Name

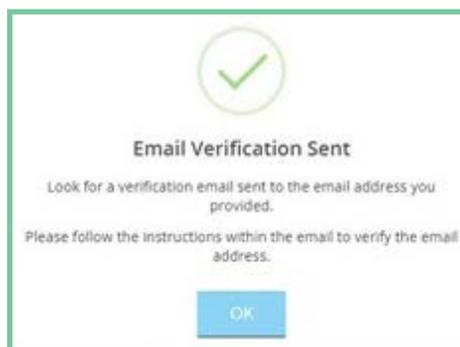
Middle Name

Last Name

Email Address

Create Account

1. Enter your first name, middle name, and current last name.
2. Enter your personal email address that you can always access.
 It is recommended you **DO NOT** use a business email as you may lose access to a business email if you change jobs
3. Click **CREATE ACCOUNT**. After you click the button, you will see a window appear confirming an email was sent to the email address you listed (see below).



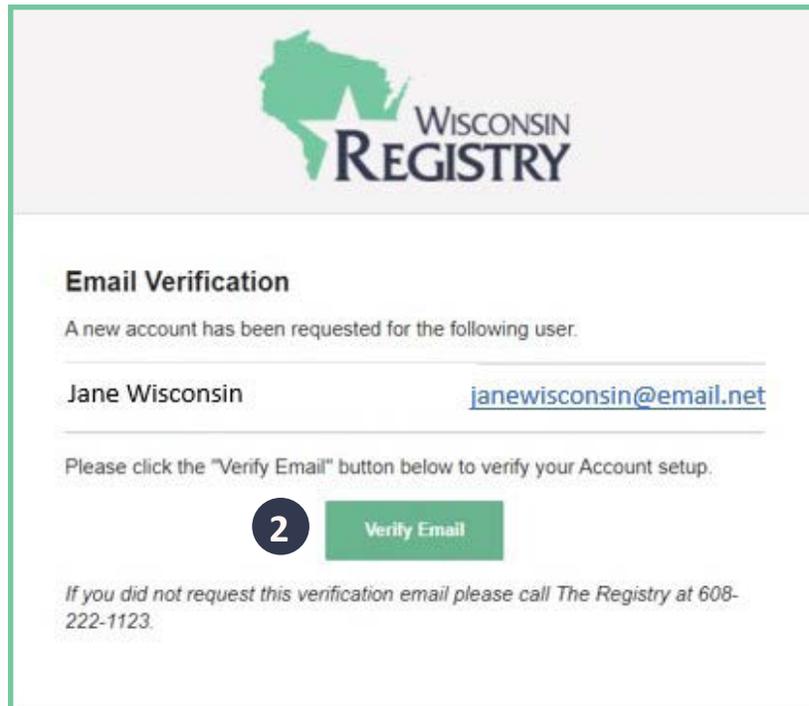
STEP 4: Check Your Email

1. Log in to your email account. Open the email from support@wiregistry.org (see email below)



If you don't see this email in your inbox:

- Check your spam/junkfolder
- Make sure our email address (support@wiregistry.org) is not blocked and that you receive emails from this address.
- [Contact](#) The Registry for support.

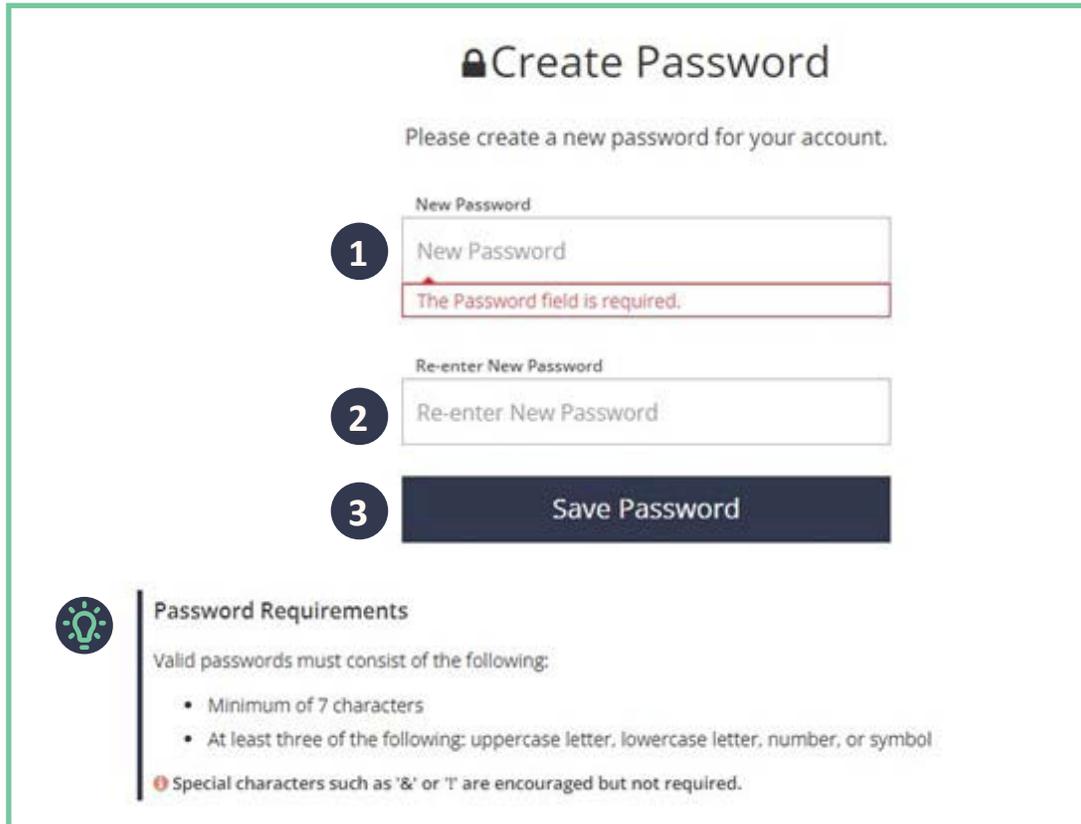


2. Click **VERIFY EMAIL**



If the name listed in this email is not your own, please call our office to confirm that the email you chose is not already in use by another account.

STEP 5: Create Your Password



Create Password

Please create a new password for your account.

1 New Password
The Password field is required.

2 Re-enter New Password
Re-enter New Password

3 Save Password

 **Password Requirements**

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least three of the following: uppercase letter, lowercase letter, number, or symbol

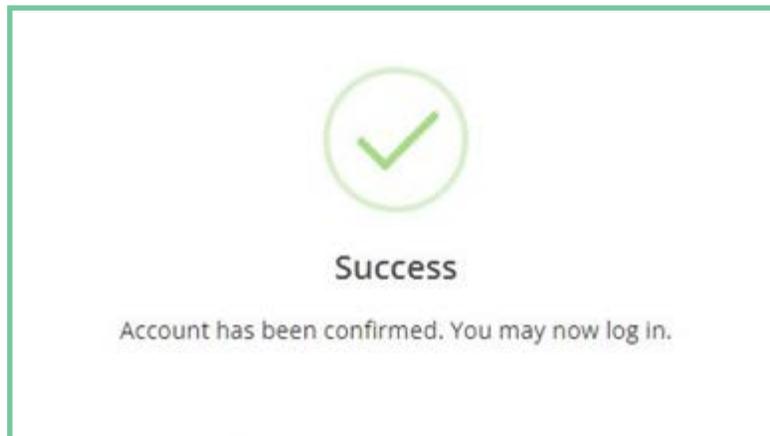
 Special characters such as '&' or '!' are encouraged but not required.

1. Enter a new password.

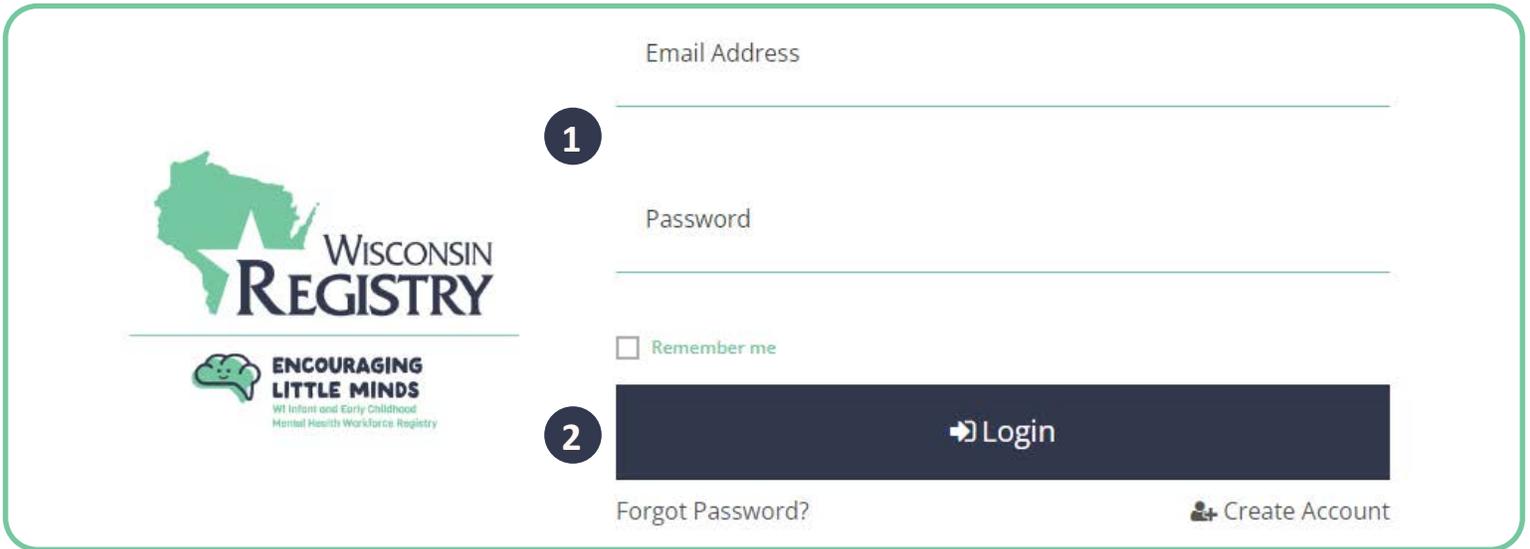


Be sure to review the listed **Password Requirements** to make a strong password. Please note your password is case-sensitive.

2. Re-type your new password.
3. Click **RESET PASSWORD**. You will see a confirmation window appear (see below).



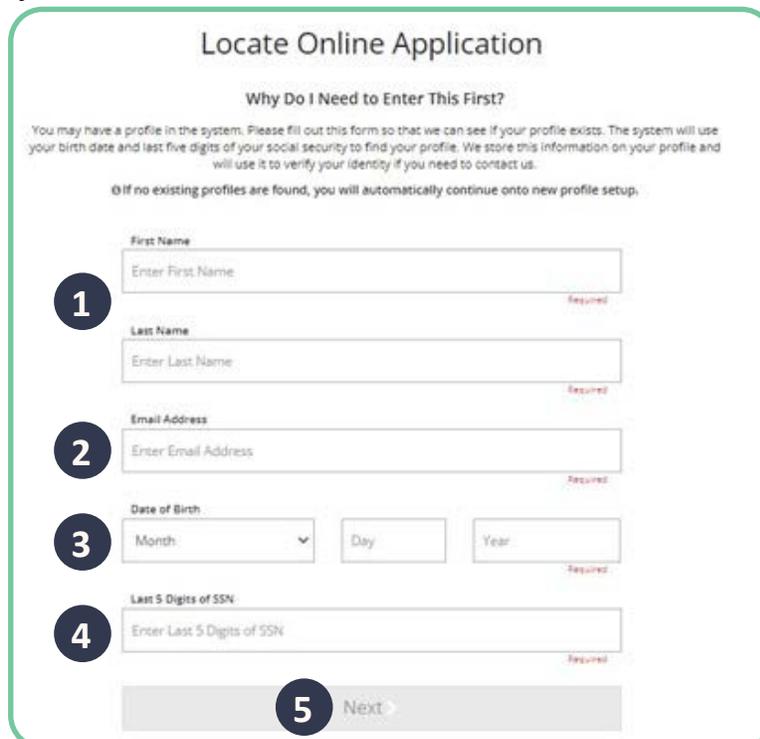
STEP 6: Login



1. Enter your email address and your password.
2. Click **LOGIN**.

STEP 7: Registry Profile Verification

Complete the following form to check if you have already created a Registry account. This step follows best practices to ensure your information is accurate.



1. Enter your first name and your last name.
2. Enter the email address that you used to log in.
3. Enter your date of birth using the following format: MM/DD/YYYY
4. Enter the last five digits of your social security number without the dash.
5. Click Next.

STEP 8: Profile Information

Profile Information

An online application was not found using the information you provided.
If you have ever applied to the Registry in the past, do not proceed.
Call the Registry at 608-222-1123 for assistance in locating your account.
You will be charged the "new application" rate if you create a duplicate account.
Please enter the following to begin the Registry online application process.

First Name	Middle Name
<input type="text"/>	<input type="text"/>
Last Name	Email Address
<input type="text"/>	<input type="text"/>
Date of Birth	Last 5 Digits of SSN
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

Why can't I change my information?
Your name and email address are used to identify your Identity account. You can change your name and email address after completing profile setup.

1

1. Please review this information. You may edit this information once you have finished setting up your profile information.



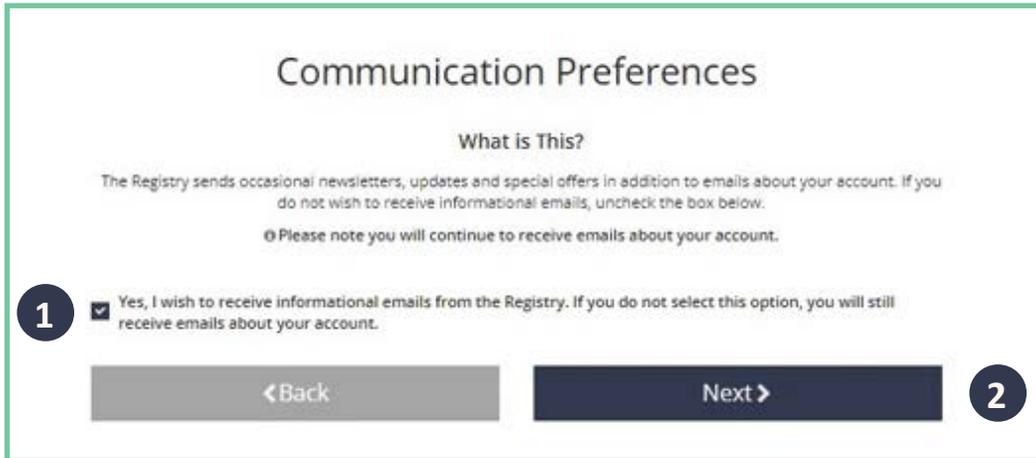
How to Create a Registry Account

The screenshot shows a registration form with the following sections and callouts:

- 2**: A text input field for "Enter Previous Last Name/Maiden Name".
- 3**: The "Mailing Address" section, which includes:
 - A checkbox for "This is a Business Address" (callout **4**).
 - Input fields for "Address" (callout **3**), "Apt/Suite #", "Zip", "City", "State" (dropdown), and "Country".
- 5**: The "Home Address" section, which includes:
 - A checkbox for "Same as Mailing Address" (callout **5**).
 - Input fields for "Address", "Apt/Suite #", "Zip", "City", "State" (dropdown), and "Country".
- 6**: Phone number fields for "Home/Mobile phone", "Work phone", and "Fax", each with a country code dropdown and a "required" label (callout **6**).
- 7**: "Back" and "Next" navigation buttons (callout **7**).

2. Enter any previous last names or maiden names that you have held in the past
3. Enter a mailing address where you would like any communication from the Registry to be sent
4. Check this box if the address you are entering is a business. A blank will appear where you can enter the name of the business.
5. Check this box if your home address is the same as the mailing address you entered. Enter your home address if it is different from the mailing address.
6. Enter your phone number, work number, and fax number if applicable.
7. Click **NEXT**.

STEP 9: Communication Preferences



Communication Preferences

What is This?

The Registry sends occasional newsletters, updates and special offers in addition to emails about your account. If you do not wish to receive informational emails, uncheck the box below.

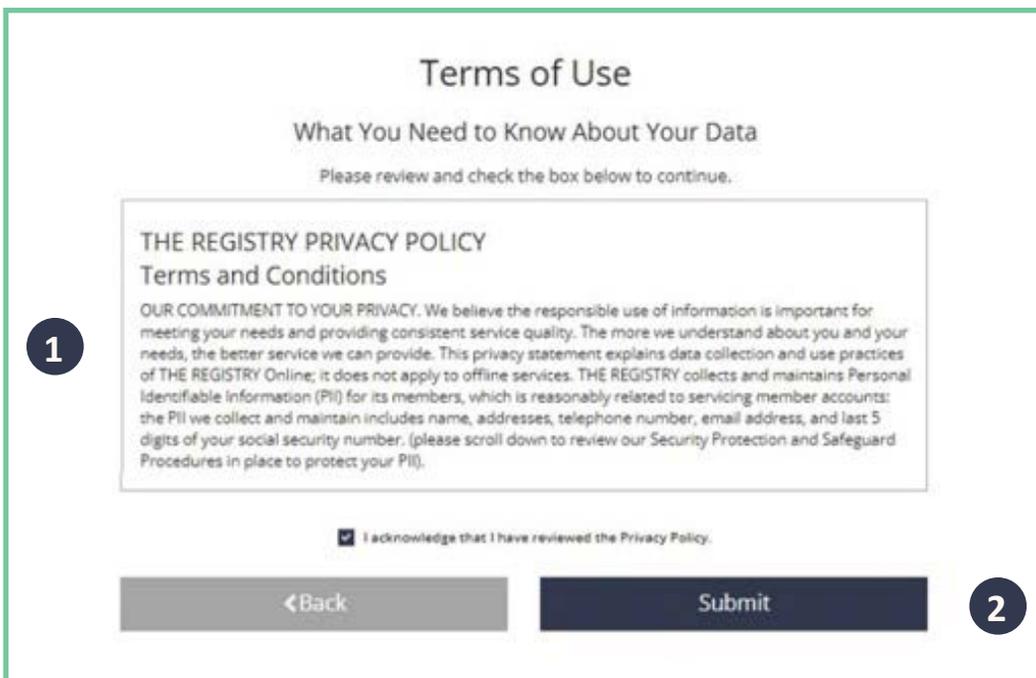
Please note you will continue to receive emails about your account.

1 Yes, I wish to receive informational emails from the Registry. If you do not select this option, you will still receive emails about your account.

2

1. By selecting this box, you will receive pertinent information related to The Registry.
2. Click **NEXT**.

STEP 10: Terms of Use



Terms of Use

What You Need to Know About Your Data

Please review and check the box below to continue.

1 I acknowledge that I have reviewed the Privacy Policy.

2

1. Carefully read the [Privacy Policy](#). Click the box to acknowledge the Privacy Policy.
2. Click **SUBMIT**. You have successfully created a Registry account.