



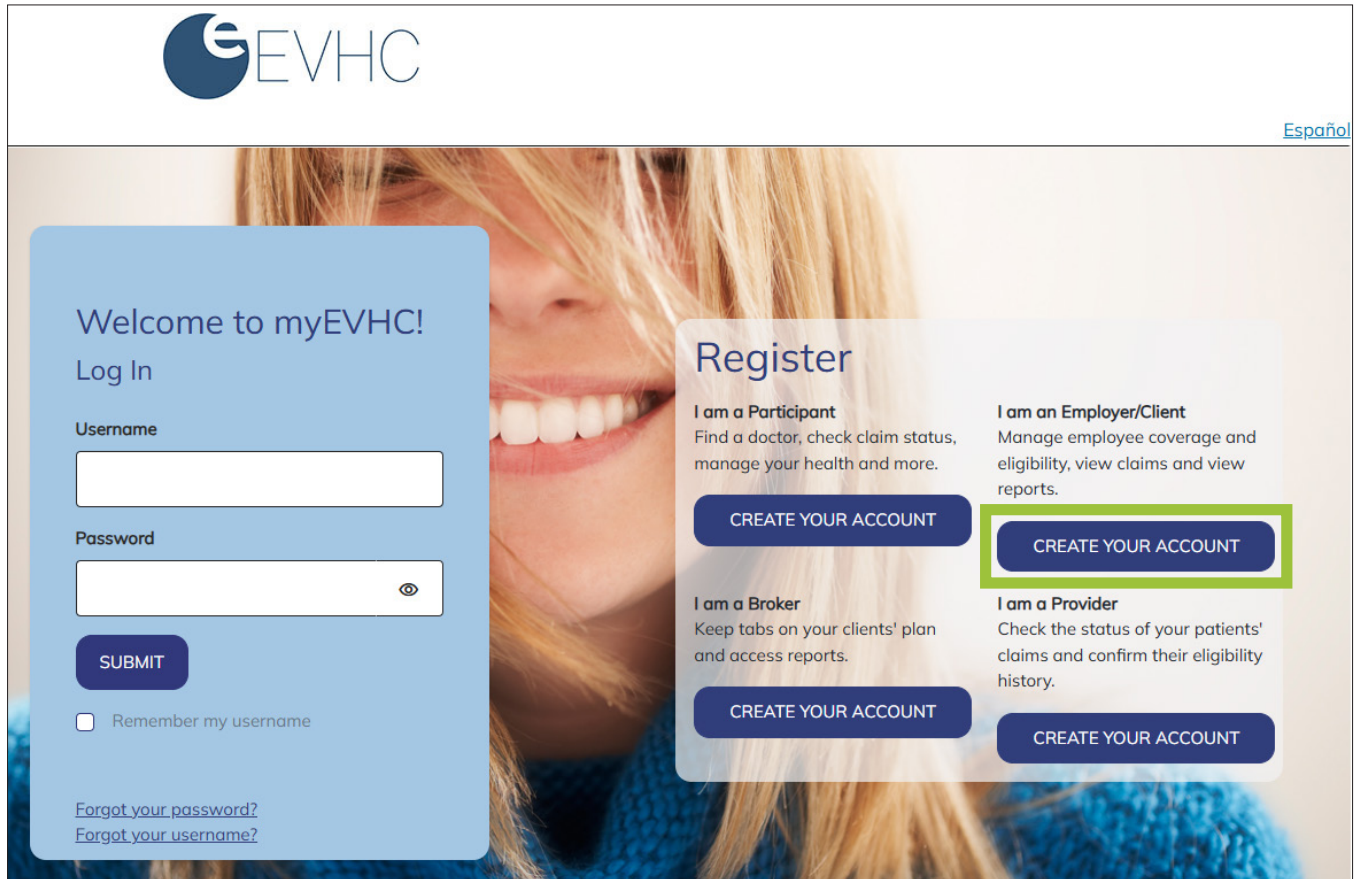
A Client's Guide To Registering on myEVHC.com

To register as a client on myEVHC.com for the first time, you will need to follow these steps:

Step One: Create an Account

Go to **myEVHC.com** and select the **Create Your Account** button.

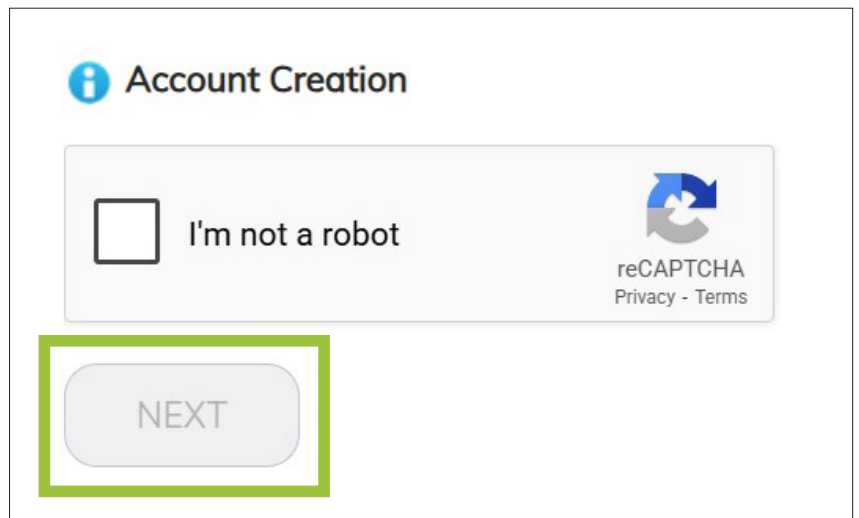
Each client administrator will need to create their own account.



Step Two: Account Creation

Check the box before "I'm not a robot."

Click the **Next** button.



Step Three: Create an Account

- Enter a **username** and **password**. The system will tell you immediately if the username has already been taken. Usernames must be four or more characters and contain at least one non-alpha character (not including an *, &, %, (), = or + sign). Passwords are case-sensitive and must be 6 to 32 characters long with at least one non-alpha character.
- Enter your **name** and the **e-mail address** that you want to use to recover your username, in the event you forget it.
- Select and answer three **security questions**.
- Select the **Submit** button.

Note: If at any time, you forget your username or password, you can select the appropriate link under the login button on the home page, and then follow the prompts.

Account Creation - Complete the information below to create an account. All fields are required.

Username

Password (See note below)

Confirm Password

Password Strength

Passwords are case-sensitive. Passwords must be 6 to 32 characters long with at least one non-alpha character.

First Name

Last Name

Email

Confirm Email

Please Select and Answer 3 Security Questions

Select a security question ▼
Or Enter Your Own Question
Enter your answer

Select a security question ▼
Or Enter Your Own Question
Enter your answer

Select a security question ▼
Or Enter Your Own Question
Enter your answer

Step Four: Confirm Account Creation

Re-enter the password you created to confirm your account creation. Select the **Next** button.

Account Creation - The following user information has been created.

Username: sampleclient200
First Name: Beth
Last Name: Doe
E-mail: gmail@yahoo.com

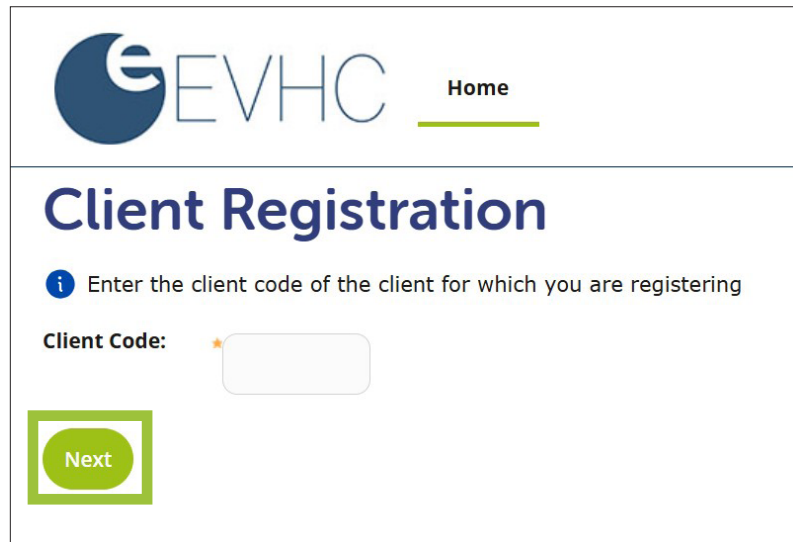
Please re-enter your password to protect your security

Password

Step Five: Enter client code

Enter the client code (2-digit client code and 3 digit library code) as provided by EVHC.

Click the **Next** button.



EVHC Home

Client Registration

i Enter the client code of the client for which you are registering

Client Code:

Next

Step Six: Complete Registration

With a valid code, you will see a message instructing you to provide your user ID to your account administrator to complete the registration process, and how to request additional client codes for your account.

Your account administrator or client manager will then assign permissions, activate the account, and let you know when you can start using the portal.

✓ Registration submitted successfully

You have completed the self-registration process. Please provide your user ID to your Account Administrator and they will activate your account. If you would like to add another client to your account, click OK. Otherwise, please click Sign Out to end your session.

Thank you!

ok

Once you're registered on this site, please be sure to bookmark it as a favorite, and return directly to myEVHC.com for all future visits.

