

VPP HELP

Self-Registration to Create a User Account

Self-Registration

1. To self-register Click on **Self Registration** link.
2. Enter your **First Name, Last Name, Email, and Password**.
3. Enter **Company/Site Name** if you are a new applicant.
4. Enter **Worksite ID** if you are an existing participant.
5. Click checkbox for '**I accept the Important Notice for Application Users**' link.
6. Click on **Register**-
A confirmation email will be sent to the given email address.
7. Navigate to your email inbox, locate the confirmation email send from the VPP system, and then click on the link received in the email.
You will see the message '**Confirmation successful**'.
8. Click on link for **Login** on the page ,you will be on the login page.
System allows you entry of username and password.
9. Enter your Username and Password to sign-in.
10. Enter your User Name: (eg. jdoe)
11. Enter your Password:
12. Click on **Login** button - You will be logged into the application.