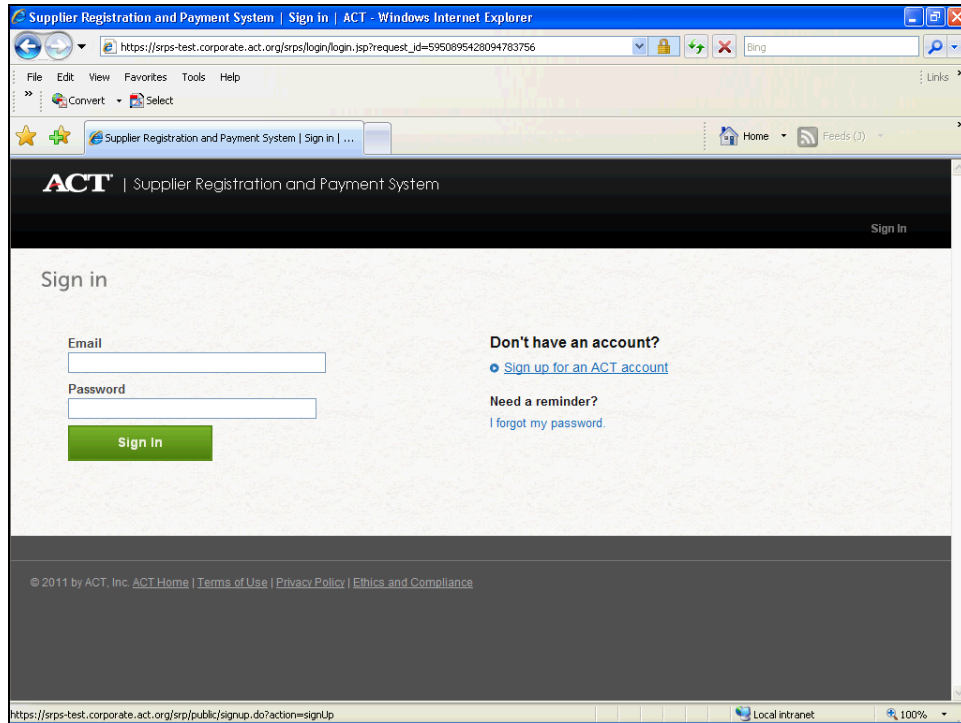
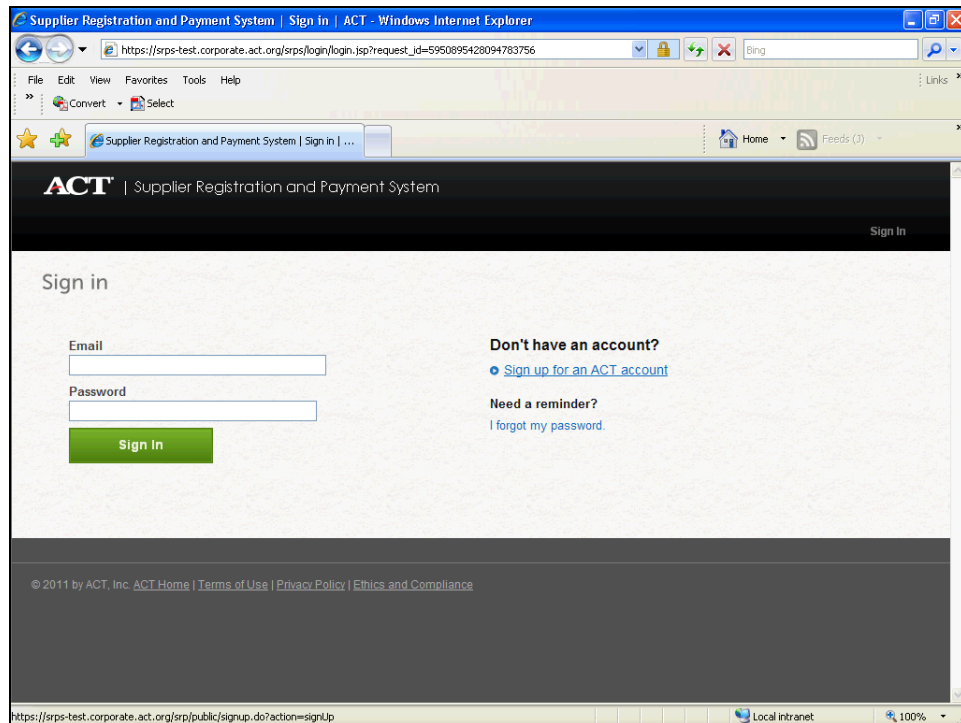


## Creating an Account - New User



Step	Action
1.	Log into the system using URL that was provided to you by your Test Center Supervisor or ACT Test Administration to access the <b>Sign In</b> page.
2.	<p>The <b>Sign In</b> page provides the following functions:</p> <ul style="list-style-type: none"> <li>• New User - create an account</li> <li>• Existing User - Login</li> <li>• Existing User - Manage Lost/Forgotten Password</li> </ul>



Supplier Registration and Payment System | Sign in | ACT - Windows Internet Explorer

https://srps-test.corporate.act.org/srps/login/login.jsp?request\_id=5960895428094783756

File Edit View Favorites Tools Help

Convert Select

Supplier Registration and Payment System | Sign in | ...

Home Feeds (0)

ACT | Supplier Registration and Payment System

Sign In

Sign in

Email

Password

Sign In

Don't have an account?

[Sign up for an ACT account](#)

Need a reminder?

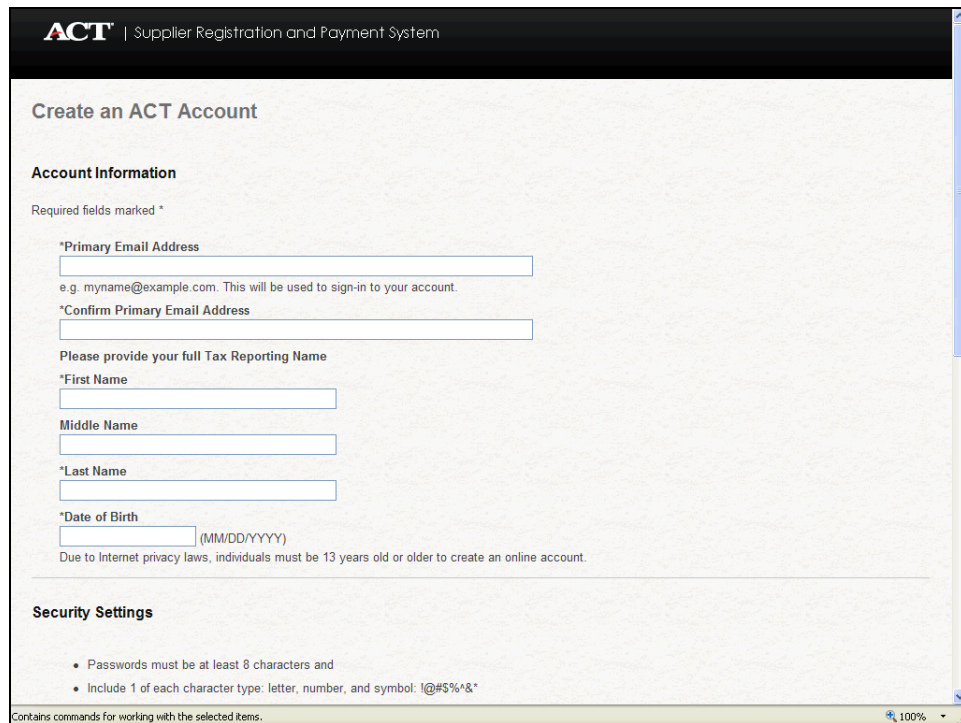
[I forgot my password.](#)

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https://srps-test.corporate.act.org/srps/public/signup.do?action=signUp

Local intranet 100%

Step	Action
3.	Click the <b>Sign up for an ACT account</b> link. <a href="#">Sign up for an ACT account</a>



ACT | Supplier Registration and Payment System

Create an ACT Account

Account Information

Required fields marked \*

\*Primary Email Address

e.g. myname@example.com. This will be used to sign-in to your account.

\*Confirm Primary Email Address

Please provide your full Tax Reporting Name

\*First Name

Middle Name

\*Last Name

\*Date of Birth

(MM/DD/YYYY)

Due to Internet privacy laws, individuals must be 13 years old or older to create an online account.

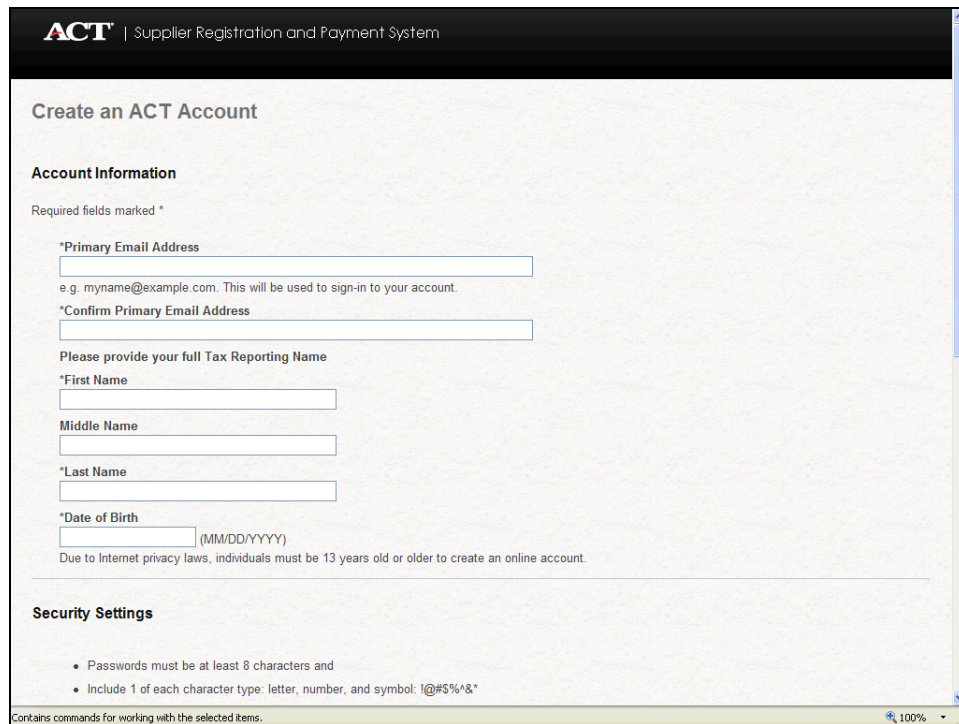
Security Settings

- Passwords must be at least 8 characters and
- Include 1 of each character type: letter, number, and symbol: !@#%\*&

Contains commands for working with the selected items.

100%

Step	Action
4.	Use the <b>Create an ACT Account</b> page to identify yourself as a unique user of the system.



**ACT** | Supplier Registration and Payment System

### Create an ACT Account

**Account Information**

Required fields marked \*

\*Primary Email Address  
  
 e.g. myname@example.com. This will be used to sign-in to your account.

\*Confirm Primary Email Address

Please provide your full Tax Reporting Name

\*First Name

Middle Name

\*Last Name

\*Date of Birth  
 (MM/DD/YYYY)  
 Due to Internet privacy laws, individuals must be 13 years old or older to create an online account.

**Security Settings**

- Passwords must be at least 8 characters and
- Include 1 of each character type: letter, number, and symbol: !@#%\*&\*

Contains commands for working with the selected items.

Step	Action
5.	Enter your email address into the <b>*Primary Email Address</b> field.  This email address <b>MUST</b> be a unique address where you are the <u>only</u> recipient. It will serve as your account ID.  The system will send an email with instructions to activate your account to this email address.
6.	Enter your email address again into the <b>*Confirm Primary Email Address</b> field.
7.	Enter your first name into the <b>*First Name</b> field.
8.	You may optionally enter your middle name.
9.	Enter your last name into the <b>*Last Name</b> field.

**ACT** | Supplier Registration and Payment System

### Create an ACT Account

**Account Information**

Required fields marked \*

\*Primary Email Address  
  
 e.g. myname@example.com. This will be used to sign-in to your account.

\*Confirm Primary Email Address

Please provide your full Tax Reporting Name

\*First Name

Middle Name

\*Last Name

\*Date of Birth  
 (MM/DD/YYYY)  
 Due to Internet privacy laws, individuals must be 13 years old or older to create an online account.

**Security Settings**

- Passwords must be at least 8 characters and
- Include 1 of each character type: letter, number, and symbol: !@#\$\$%^&\*

Contains commands for working with the selected items.

Step	Action
10.	Enter your birth date (formatted MM/DD/YYYY) into the <b>*Date of Birth</b> field.

(MM/DD/YYYY)  
 Due to Internet privacy laws, individuals must be 13 years old or older to create an online account.

**Security Settings**

- Passwords must be at least 8 characters and
- Include 1 of each character type: letter, number, and symbol: !@#\$\$%^&\*
- It can not contain consecutively repeating characters (e.g. helLo) or your primary email address.


\*Password

\*Confirm Password


\*Security Question

\*Security Question Answer

\* Security Check  
 Type the words you see below, separated by a space. If you can't read them, click the refresh button (below) to generate new security words.

**1839.** 

Type the two words:

 stop spam, read books.


**Terms and Conditions**

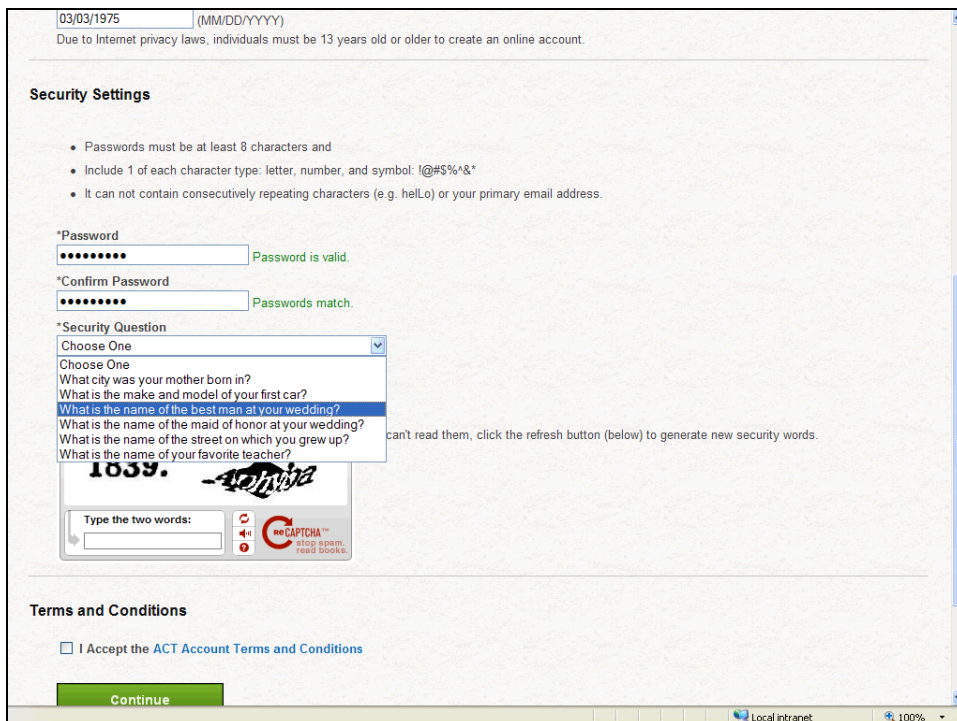
☐ I Accept the [ACT Account Terms and Conditions](#)

**Continue**

Contains commands for working with the selected items.



Step	Action
11.	Decide upon a unique and memorable password and enter it into the <b>*Password</b> field.  Be sure your password meets the system requirements.  The system will indicate whether or not the password you created is valid.
12.	Re-enter the valid password into the <b>*Confirm Password</b> field.  If you re-entered your password correctly the system will confirm that the passwords matched.
13.	Set a security question and answer to assist logging in to the system if you forget your password.  Click the button to the right of the <b>*Security Question</b> field to view a list of options. 



Step	Action
14.	Select a Security Question from the list of values.
15.	Enter your secure response to the question into the <b>*Security Question Answer</b> field.
16.	Identify yourself as a valid user in the ReCAPTCHA spam prevention box.  Enter the displayed values into the <b>Type the two words</b> field.

**Security Settings**

- Passwords must be at least 8 characters and
- Include 1 of each character type: letter, number, and symbol: !@#%\*^&\*
- It can not contain consecutively repeating characters (e.g. hello) or your primary email address.


\*Password  
 Password is valid.

\*Confirm Password  
 Passwords match.

\*Security Question  
 What is the name of the best man at your wedding?

\*Security Question Answer  
 Martin French

\* Security Check  
 Type the words you see below, separated by a space. If you can't read them, click the refresh button (below) to generate new security words.



**Terms and Conditions**

☐ I Accept the [ACT Account Terms and Conditions](#)

Contains commands for working with the selected items.


Step	Action
17.	Click the <a href="#">ACT Account Terms and Conditions</a> link.

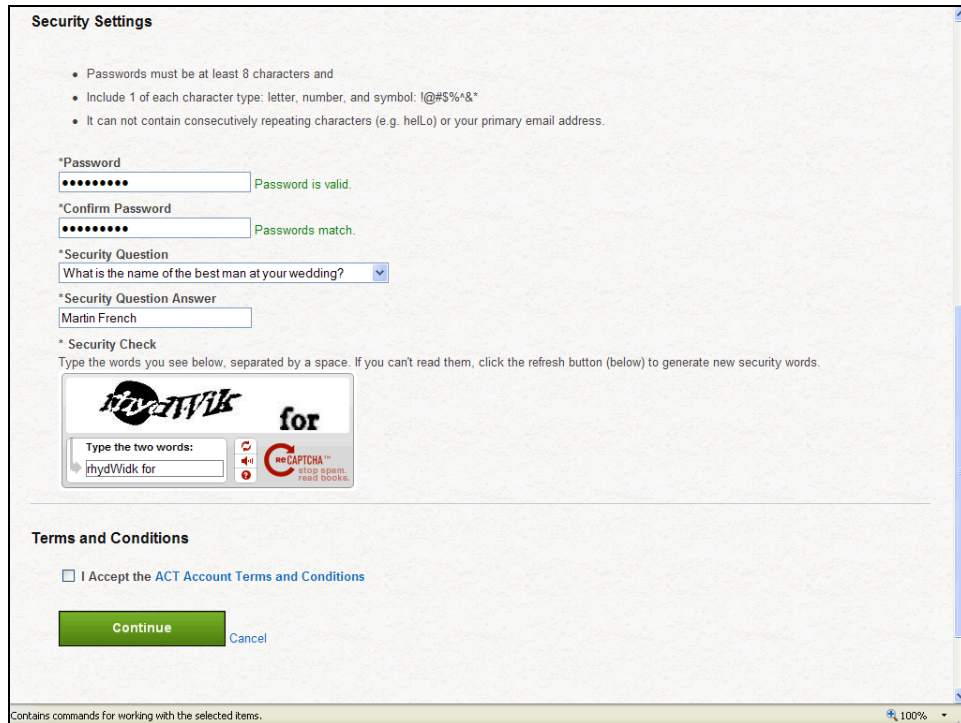
**ACT ACCOUNT TERMS AND CONDITIONS**

IMPORTANT – READ CAREFULLY BEFORE CREATING THE ACCOUNT

You are requesting that ACT, Inc. create an account ("Account") in its online system ("System") for you. IF YOU DO NOT AGREE TO THESE ACT ACCOUNT TERMS AND CONDITIONS, DO NOT PROCEED TO CREATE AN ACCOUNT. BY PLACING A CHECKMARK IN THE BOX NEXT TO "I ACCEPT THE ACT ACCOUNT TERMS AND CONDITIONS" AND CLICKING ON CONTINUE, YOU INDICATE YOUR ACKNOWLEDGEMENT AND ACCEPTANCE OF THESE TERMS AND CONDITIONS.

1. Your right to use the Account is personal to you. You agree to be solely responsible for your actions and the use of the Account. You agree not to impersonate any person or entity or falsely state or otherwise misrepresent your identity or affiliation with, or authority to agree on behalf of a person or entity. You may not share or otherwise divulge a password assigned to you with any other person. You may use the Account only for the time period which has been authorized by ACT.
2. By creating the Account, you will have access to various online products and services available through the System as determined by ACT, each of which may have additional or different terms and conditions that apply.
3. ACT recognizes the importance of protecting the privacy of personal information you may provide. For details regarding how ACT treats this information, please see our [Privacy Policy](#), which is hereby incorporated into this Agreement as if restated here in full.
4. You acknowledge and agree that certain information accessible via the System may contain sensitive personal information requiring special security measures. You represent and warrant that you are authorized to receive the sensitive information that you access. If you access information that you are not authorized under applicable local, state or federal laws to receive, you agree to immediately notify ACT.
5. ACT reserves the right to modify or discontinue, temporarily or permanently, your Account and/or the System for any reason, at its sole discretion, with or without notice to you.
6. You agree that ACT may terminate your password, Account, or use of the System in ACT's sole discretion for any reason. In such event, you shall immediately cease and desist from further use of the Account and System.
7. The contents of the System belong to ACT or to others as indicated. ACT owns all right, title, and interest in the System, including all materials and data accessed through the System and all intellectual property rights therein. You do not acquire any right, title, or interest in the System. THE CONTENTS OF THE SYSTEM, INCLUDING ITS "LOOK AND FEEL" (E.G., TEXT, GRAPHICS, IMAGES, LOGOS, AND BUTTON ICONS), EDITORIAL CONTENT, NOTICES, SOFTWARE (INCLUDING HTML-BASED COMPUTER PROGRAMS), AND OTHER MATERIAL ARE PROTECTED UNDER BOTH UNITED STATES AND FOREIGN COPYRIGHT, PATENT, TRADEMARK, AND OTHER LAWS.
8. The information and materials contained in the System may not be licensed, sold, supplemented, used to create a derivative work or otherwise used for commercial purposes without the express written permission of ACT. You agree not to reproduce, duplicate, copy, sell, resell, use or exploit for any commercial

Step	Action
18.	Read the account terms and conditions.
19.	Click the Terms and Conditions Window's <b>Close</b> button to return to the account creation page. 



**Security Settings**

- Passwords must be at least 8 characters and
- Include 1 of each character type: letter, number, and symbol: !@#\$%^&\*
  - It can not contain consecutively repeating characters (e.g. helLo) or your primary email address.

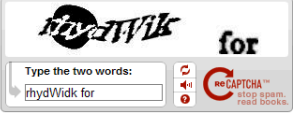
\*Password  
 Password is valid.

\*Confirm Password  
 Passwords match.

\*Security Question  
 What is the name of the best man at your wedding? ▼

\*Security Question Answer


\* Security Check  
 Type the words you see below, separated by a space. If you can't read them, click the refresh button (below) to generate new security words.



**Terms and Conditions**

☐ I Accept the [ACT Account Terms and Conditions](#)

Contains commands for working with the selected items.

Step	Action
20.	Click the <b>I Accept</b> option to be able to complete account creation. 

**Security Settings**

- Passwords must be at least 8 characters and
- Include 1 of each character type: letter, number, and symbol: !@#%\*^&\*^
- It can not contain consecutively repeating characters (e.g. hello) or your primary email address.


\*Password  
 Password is valid.

\*Confirm Password  
 Passwords match.

\*Security Question  
 What is the name of the best man at your wedding?

\*Security Question Answer  
 Martin French

\* Security Check  
 Type the words you see below, separated by a space. If you can't read them, click the refresh button (below) to generate new security words.

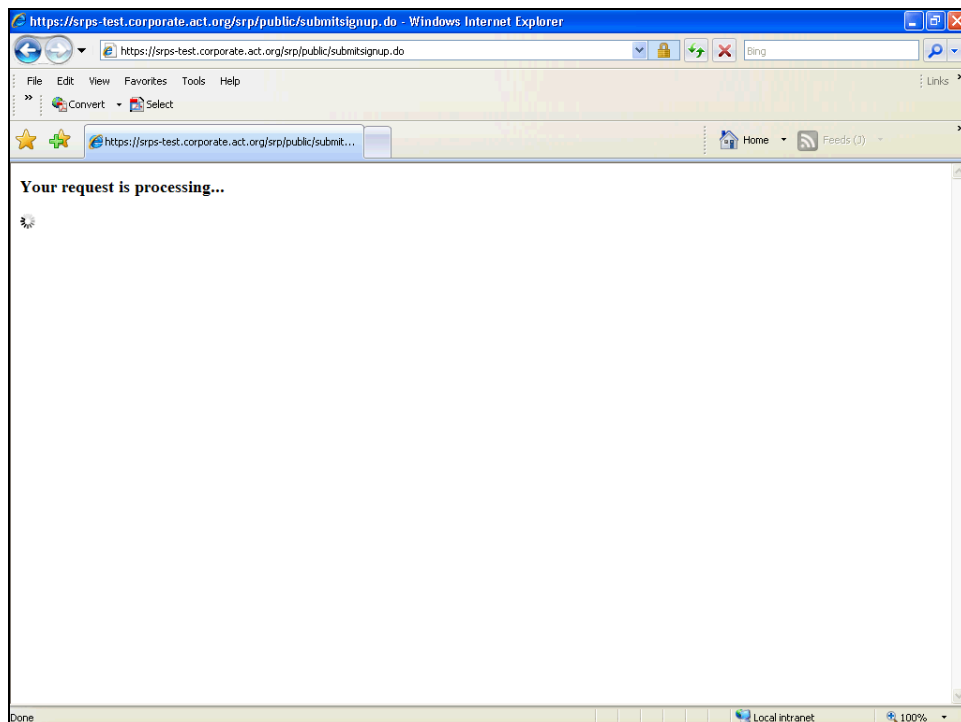


**Terms and Conditions**

☒ I Accept the ACT Account Terms and Conditions

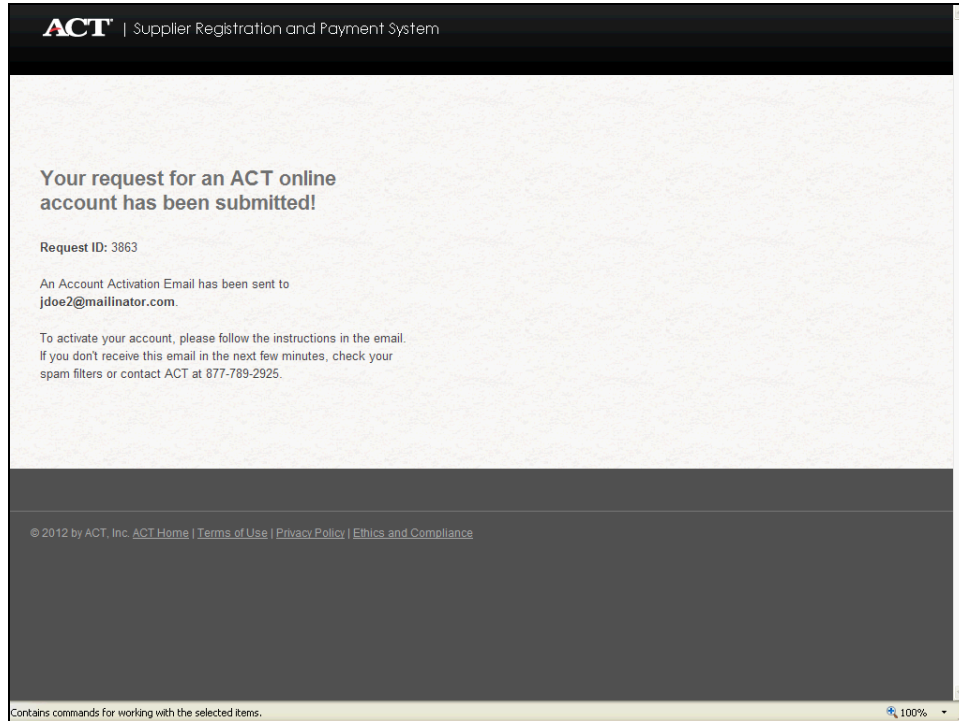
Contains commands for working with the selected items.

Step	Action
21.	Click the <b>Continue</b> button when you have completed entering your account information.





Step	Action
22.	The system will process your request.



Step	Action
23.	The system will generate an account activation email to the address you supplied when you created your account.  Please follow the instructions in that email to activate your account.
24.	This topic showed you how to create a new user account. <b>End of Procedure.</b>