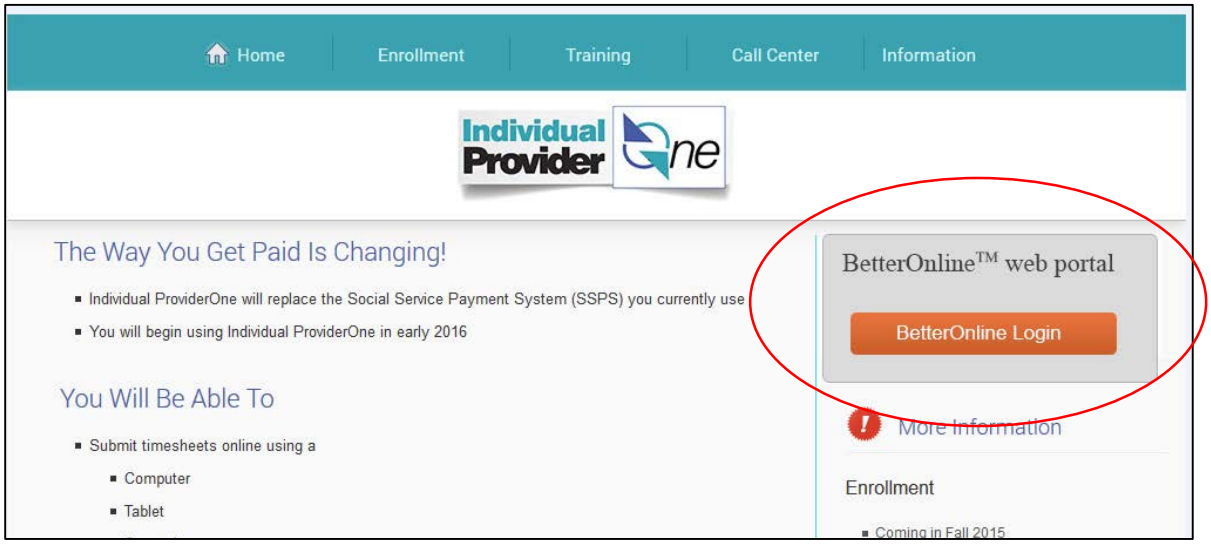
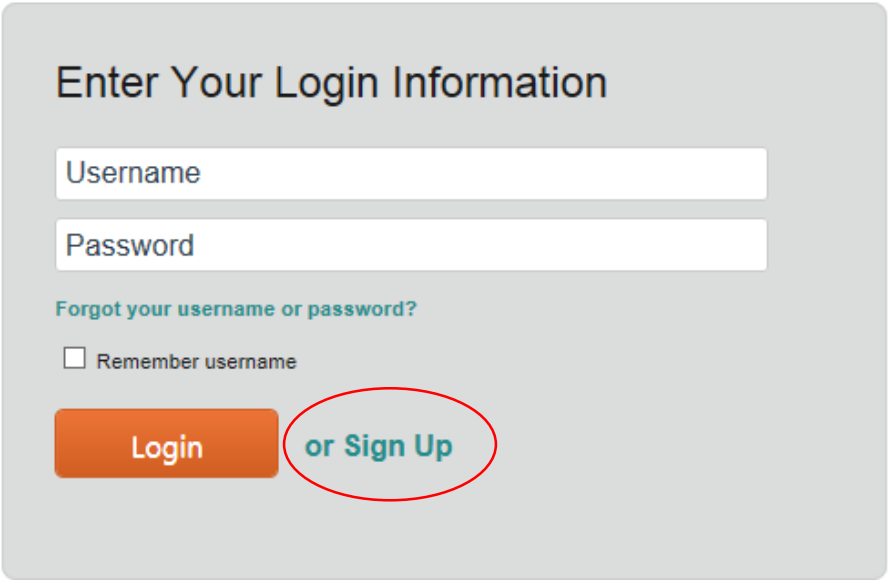
How to Create an IPOne User Account

IPOne is a secure website, accessible only to users whose data is in the system. Only authorized users are able to view limited information based on their user role. All users must have a username and password to log in.

Go online to www.ipone.org and click on the **Login** link for the BetterOnline IPOne web portal.

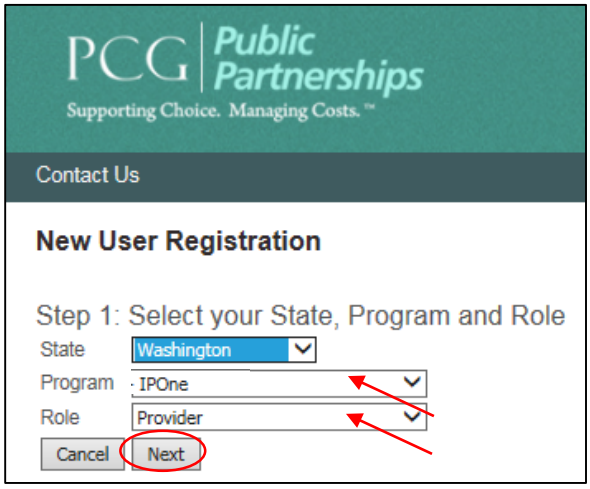


Select **Sign Up**.



This will bring you to the **New User Registration** page. Choose **Washington** from the drop down options.

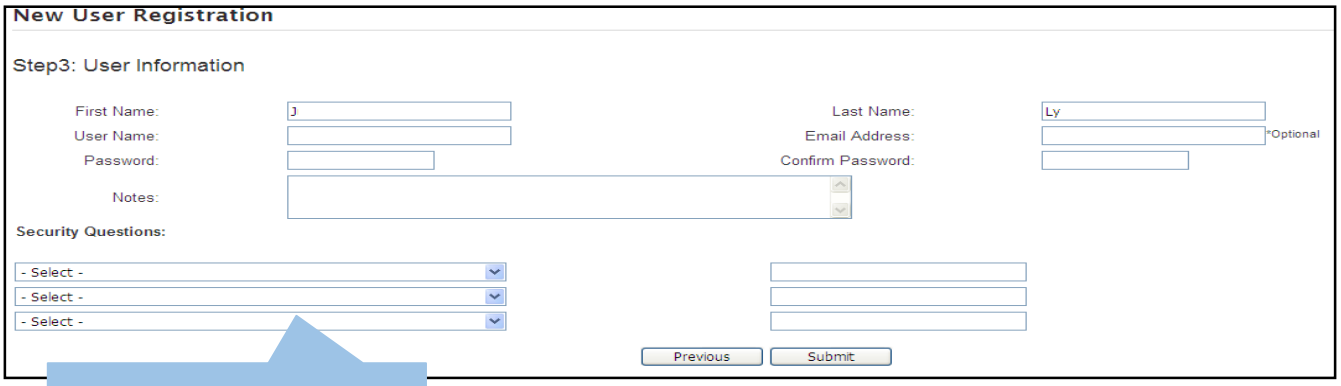
Select **IPOne** as the **Program** drop down menu and the role drop down will display **Provider** for your **Role**. Then click **Next**.



Confirm who you are by entering your credentials. The fields required are:

- **ProviderOne ID** (this can be found in your Welcome Packet),
- your **Last Name**, and
- your **Social Security Number**.

Complete your **User Information**:



If you ever need to change your username and password, these questions provide a layer of security to protect your privacy. Only YOU can change your user registration information.

- **First Name** and **Last Name** – Enter your legal First and Last Name.
- **Username** – Choose an ID that is easy to remember. For example: the first letter of your first name and your complete last name, followed by your favorite number. If you receive a message stating the username you requested already exists, choose a different username.
- **Email Address** – Enter an email address so you can receive IPOne notices by email.
- **Password** – Enter a password. The password will need to be at least 8 characters, use at least one numeric, one alphanumeric, one special character (@#$.+_*) and at least one upper case and one lower case character.
- **Confirm Password** – Type the same password again to confirm the password.
- **Notes** – This is not a required field.
- **Security Questions** – Choose 3 security questions from the drop down menus and enter answers (that you will remember!) in the data fields to the right of each question.

*****Make sure your information is correct! Click on the **Submit** button. You will receive a notice that you have successfully set up your registration to use IPOne. Log in with your username and password and start using IPOne immediately.