HOW TO ACCESS THE APPLICANT PORTAL





GETTING STARTED

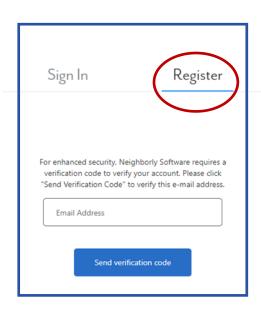
Access the Participant Portal Link:

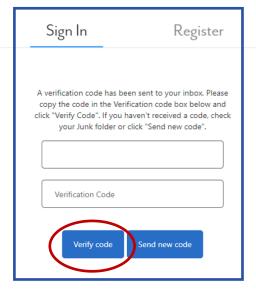
https://portal.neighborlysoftware.com/triad/Participant

Registering your account:

- Select "REGISTER"
- Enter your email address and click the "Send Verification Code" button.
- You will receive an email with your verification code.







- Once you receive the code, paste it into the verification code box and click "VERIFY CODE".
- If at any point the code is not accepted, please select "Send new code" to have another one sent.
- Once you have verified your computer, you will be re-directed to the dashboard.



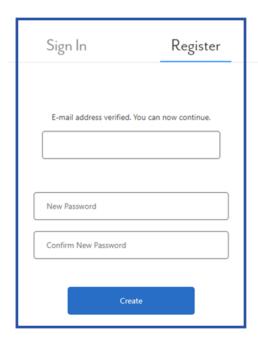
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- Note: The verification email will come from Microsoft on behalf of Neighborly Software: msonlineservicesteam@microsoftonline.com.
- Please ensure this email address is in your safe sender list to ensure the timely delivery of verification emails.
- Enter your six-digit verification code and click the "Submit code" button.





Once you have submitted this code, please set up a complex password. Passwords should be 12 characters long, contain an uppercase and lowercase, number and special character. Once you have created your password, the system will re-direct to the dashboard.

LOGGING IN

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration.

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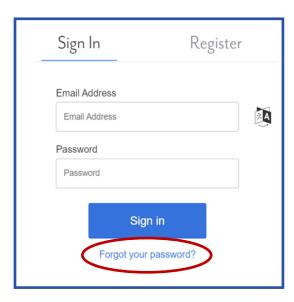




FORGOT YOUR PASSWORD

If you forget your password, click on the link at the bottom of the login screen that says "Forgot your Password?" and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password.





Once the new password has been created, the system will re-direct you to the dashboard. Passwords should be 12 characters long, contain an uppercase and lowercase, number and special character. Once you have created your password, the system will re-direct to the dashboard.

