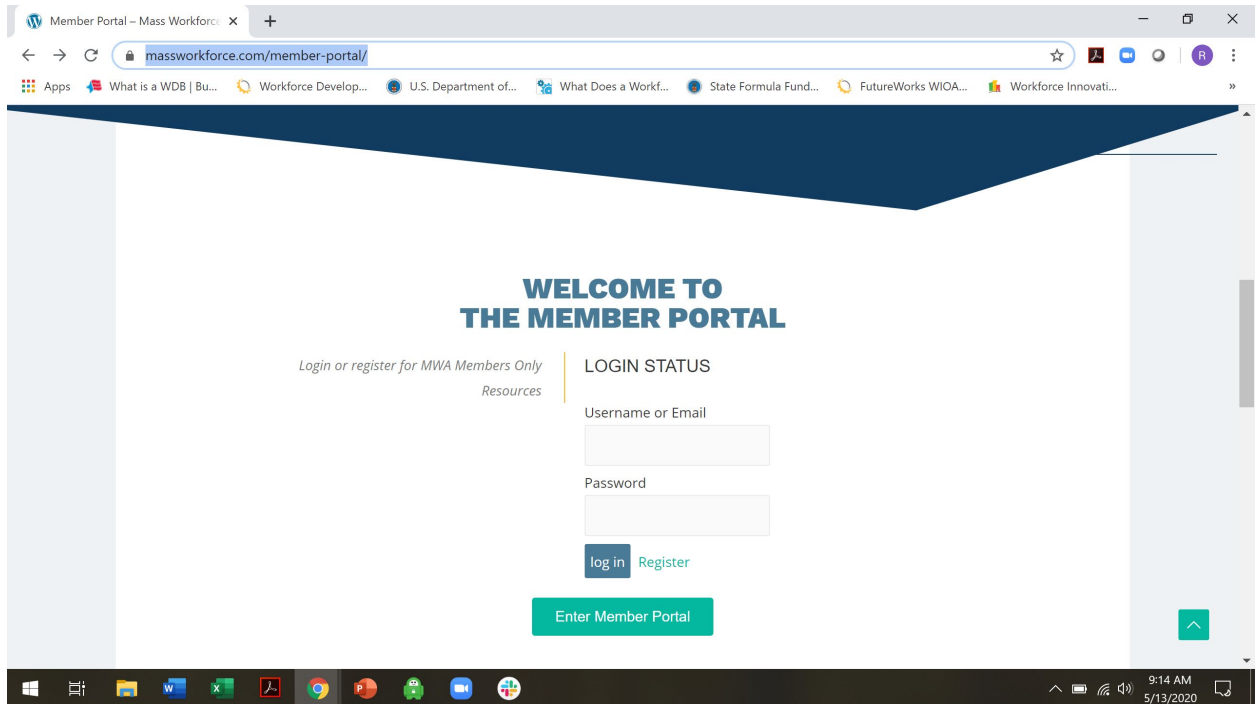
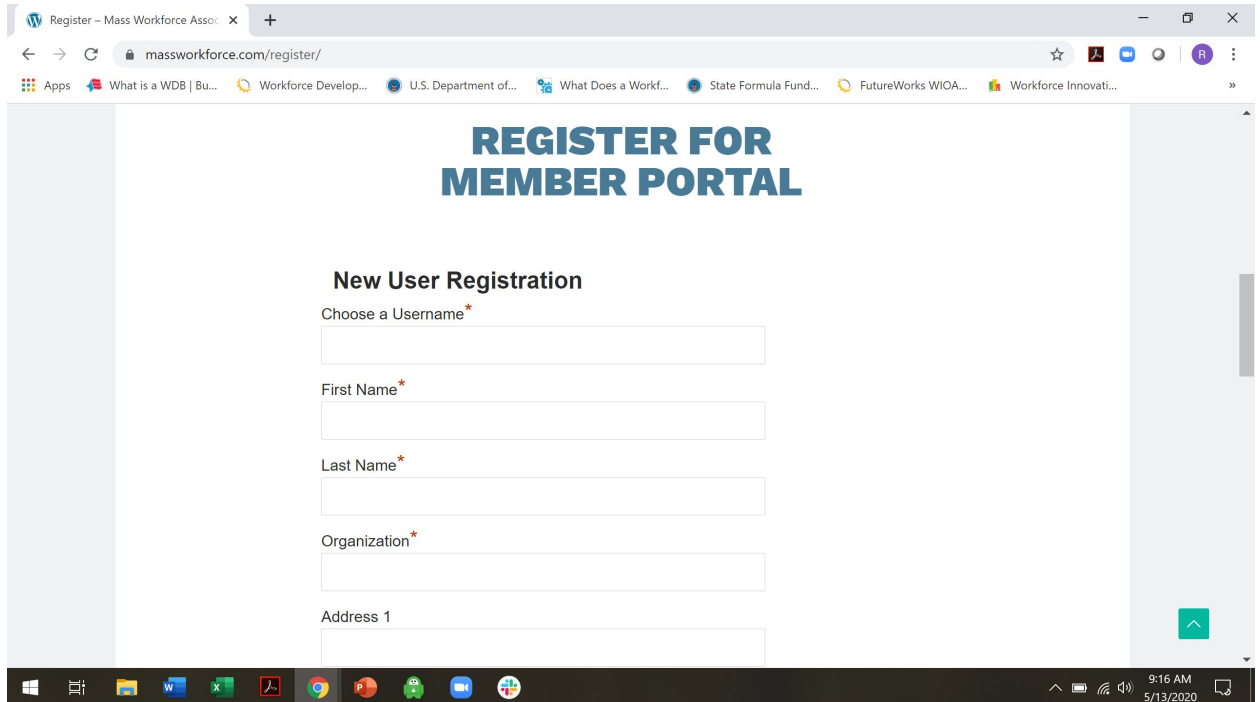


- 1) Go to <https://www.massworkforce.com/member-portal/>
- 2) Scroll down and you will see the login area below. Click the “Register” link next to the “log in” button



- 3) Scroll down and you will come to a page that asks for registration information. This is so we can assure that only members have access to this page. See screen shot below.



- 4) At the bottom of the registration page you will see a button “Register.” Click that. (see screen shot below)

The screenshot shows the registration page for the Mass Workforce Association. The browser address bar displays 'massworkforce.com/register/'. The page contains several input fields: a top text field, an 'Email*' field, a 'Confirm Email*' field, a 'Password*' field, and a 'Confirm Password*' field. Each field has an asterisk indicating it is a required field. Below the fields is a blue 'Register' button. At the bottom of the page, there is a green button labeled 'Go to the Member Portal' and a small green upward arrow icon. A legend at the bottom left states '*Required field'. The Windows taskbar at the bottom shows the time as 9:18 AM on 5/13/2020.

- 5) You will see some language that states your registration has been sent in for permission. You should check your Spam filter for a confirmation e-mail that also says you will receive a confirmation once your registration is approved. I will get an email at this point, too, and will go in to approve your registration. See screen shot below.

The screenshot shows the same registration page after clicking the 'Register' button. A large blue heading reads 'REGISTER FOR MEMBER PORTAL'. Below it, a message box states: 'Your registration has been sent in for permission. Please check your spam email filters for your confirmation e-mails. If you have further questions, please contact info@massworkforce.com.' Below this message is a section titled 'Existing Users Log In' with fields for 'Username or Email' and 'Password'. There is a 'Remember Me' checkbox and a blue 'Log In' button. At the bottom, it says 'New User? [Click here to register](#)'. The Windows taskbar at the bottom shows the time as 9:26 AM on 5/13/2020.

- 6) Once I have approved your registration, you will receive an e-mail (again, please check your Spam filters if you do not see it within 24 hours) saying that your registration is approved and you can login. Then you can return to <https://www.massworkforce.com/member-portal/> and log in using your username and password.