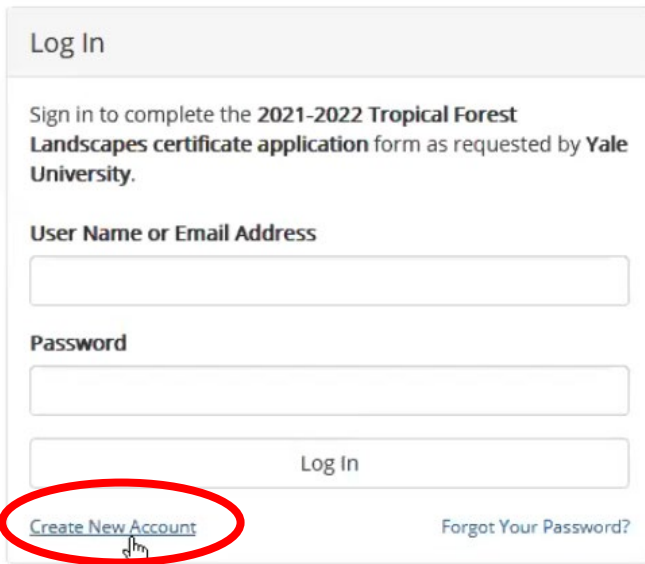


How to Create an Application Account

Our application system is hosted by the online form system Dynamic Forms. Before starting your application, you will need to create a Dynamic Forms account. To do so, please do the following:

1. Navigate to: <http://dynamicforms.ngwebsolutions.com/Account/CreateAccount>
Alternately, from any Dynamic Forms Log In page you can select the “Create New Account” link to get started:



2. Fill out all sections of the Create New Account page:

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

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First Name *

Last Name *

Email Address *

Confirm Email Address *

Secret Question *

Secret Question Answer *

Answer Hint *

This email address will be our primary means of communication with you throughout the application process. Be sure to use an email that you have regular access to.

- When done, click "Create Account"
- You will be sent an automated email to confirm the creation of your account. Click "Confirm Email" to complete the creation of your Dynamic Forms account.

Confirm your email Inbox x

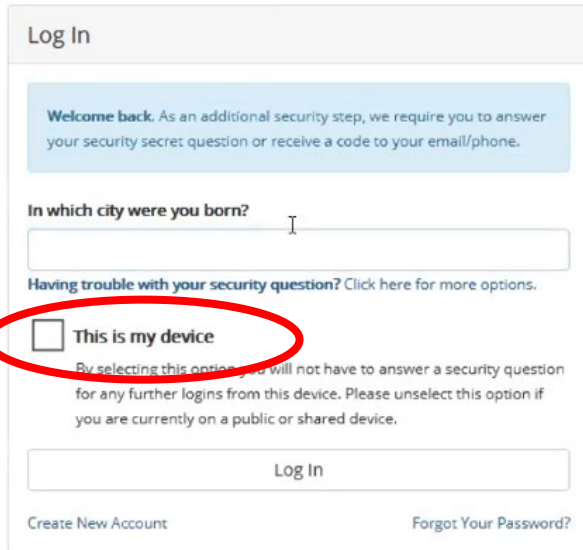
notify@ngwebsolutions.com

to me ▾

Hello ELTI, Thank you for creating a Dynamic Forms account!

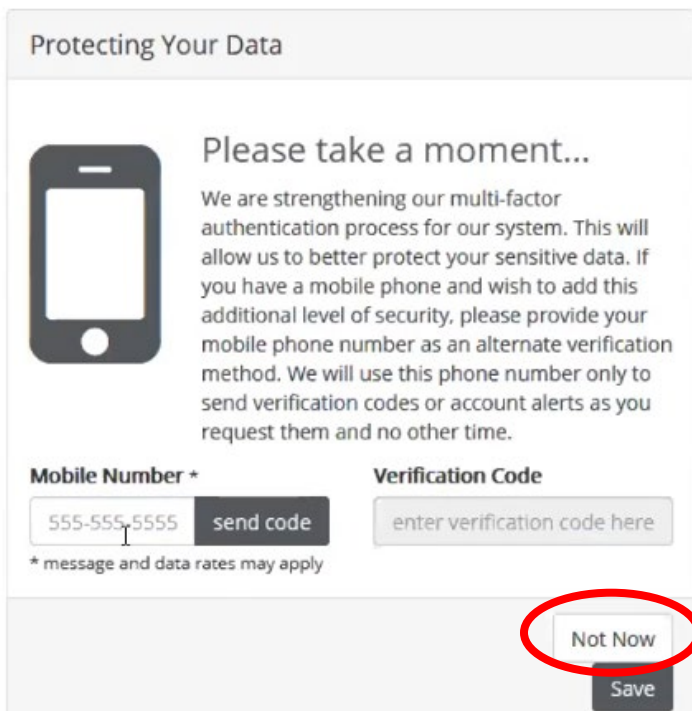
In order to complete your account registration, you must confirm your email by visiting the link below:

5. The first time you log into your account you may be prompted to answer your Security Question. To avoid having to answer the security question every time you log in, you can select **This is my device** option. (Not recommended if you are using a shared or public device.)



The screenshot shows a 'Log In' form. At the top, a blue box contains the text: 'Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.' Below this is a text input field with the label 'In which city were you born?'. Underneath the input field is a link: 'Having trouble with your security question? Click here for more options.' A red circle highlights a checkbox labeled 'This is my device'. Below the checkbox is the text: 'By selecting this option, you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.' At the bottom of the form is a 'Log In' button. Below the button are two links: 'Create New Account' and 'Forgot Your Password?'.

6. The first time you log in, you might also be prompted to enable multi-factor authentication. This is step is OPTIONAL and may not work for international phone numbers. You can click "Not Now" to continue.



The screenshot shows a 'Protecting Your Data' page. It features a smartphone icon on the left. The main heading is 'Please take a moment...'. Below the heading is the text: 'We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.' Below this text are two input fields: 'Mobile Number *' and 'Verification Code'. The 'Mobile Number *' field contains the text '555-555-5555' and a 'send code' button. The 'Verification Code' field contains the text 'enter verification code here'. Below the 'Mobile Number *' field is the text '* message and data rates may apply'. At the bottom right of the page, a 'Not Now' button is circled in red, and a 'Save' button is located below it.

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7. You are now ready to start your application!

Go to: <https://dynamicforms.ngwebsolutions.com/Submit/Start/a0627639-5006-47a8-a8a6-0f9b49a8d7a4?SSO=N> to start a new application.