

1) To create an account, visit <u>https://www.sdlportal.com/login</u> and click the Sign Up button as below.

## 2) Fill out the form to create your account!



Create Portal Account	Email*	
	Email	0
	Valid email required.	
	User Name*	
	User Name	()
	Required	)
	Password*	
	Password	()
	Required	
	First Name*	
User Name and Passwords	First Name	()
Must be between 8 and 50 characters	Pequired	
Can contain '!' or '@' or '. or '_'	Last Name*	
Primary Town	Last Name	
<ul> <li>Will be your home town page when you log in</li> </ul>	Last Name	•
Can be changed at any time on your account page	Required	
• To select, type in the town name or the first few letters	Primary Town*	

3) After first creating your account, from the Home page you can access your Account profile from the Account button in the top-right of the page



4) The My Account button takes you to your Account page where you can track your requests and access the Account Information section to enter your address. It is recommended to fill-in this address information as it will make certain request types automatically find and populate some of your existing information from our system.

