



INITIAL REGISTRATION

Automated Subservice Call-in Service
(by phone only)



Note:

For registration only: your PIN is your ACCESS ID

At the end of registration, you will be prompted to create your personalized PIN

1. Dial: 315-433-2640
2. Enter your **Access ID** followed by the STAR (*) key
3. Repeat Step 2
4. Record your name followed by the STAR (*) key
(follow prompts)
5. Hear your callback phone number
(follow prompts)
6. Create your own PIN
(follow prompts) PIN criteria: cannot start with zero
must be 4 to 9 digits

FYI

* Star / Asterisk Key Rules

no hashtag / pound key!

Registration is complete after you have created YOUR PIN.
Remember your Access ID and PIN for future use.

Best practice:

Visit the [website](#) and review your profile to ensure your email address is correct.

Common Errors:

Using the pound key instead of the star key

Not following **STEP 3** above

Trying to use your personalized PIN before being prompted to create it

Trying to do your INITIAL registration on the website (can only do this via phone!)

Using special characters to logon to the website (numbers only!)

Failing to provide your email address in your profile