

# How to Register for the New Upstate Special Risk Services Website

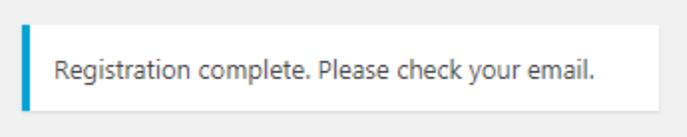
Click the Register link on the main menu at the top:



You will be asked to put in your desired user name and your email address:

A screenshot of the registration form. It features two input fields: 'Username' and 'Email'. Below the 'Email' field, there is a message: 'Registration confirmation will be emailed to you.' At the bottom right of the form is a blue 'Register' button.

After you click Register, you should then get this message:



You will then get a confirmation message in your email titled, "[Upstate Special Risk Services] Your username and password info". In this message, there will be a link to click to set your password.

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When you click it, you will go to a page where a "suggested" password has been pre-filled. You can either use this password (**after safely recording or memorizing it**) or you can change it to a password you choose (noting the rules for password complexity):

Enter your new password below.

New password

kU\*wI@eAWbMDG  

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & .

[Reset Password](#)

When you click Reset Password, you will see this message:

Your password has been reset. [Log in](#)

You should then click "Log in" and that will take you here where you can log into the website:

Username or Email Address

Password

Remember Me [Log In](#)