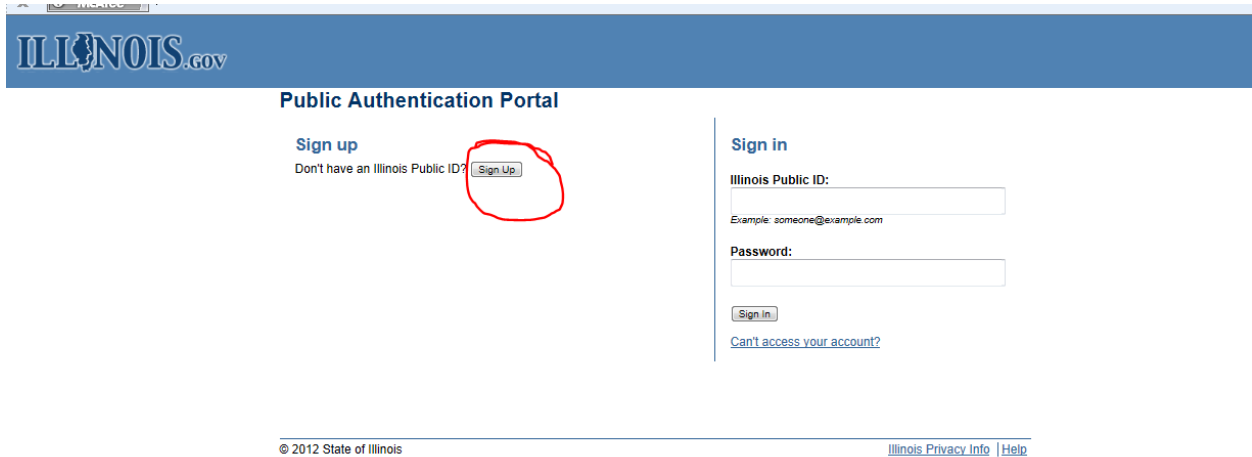# INSTRUCTIONS TO CREATE ILLINOIS PUBLIC ID

- **If you already have an Illinois Public ID you are good to go.**
- If you have not yet created an Illinois Public ID, please follow the below instructions.

- To create an Illinois Public Id, **Click** on Sign Up button which is circled in red to start the process.
- Once you click the button, you will see the following screen:

ILLINOIS.GOV

Create a New ID

Self-Registration Form

All fields are required except Middle Initial.

*First Name: [   ]

Middle Initial: [ ]

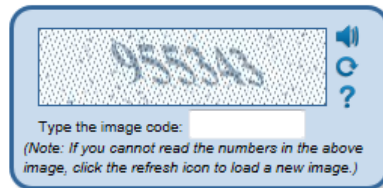*Last Name: [   ]

*Primary Email Address: [   ]
Enter a personal email address, this CANNOT be a @Illinois.gov address

*Confirm Email Address: [   ]
Confirm your email. The two email addresses must match exactly.

*Password: [   ]
Enter a password that conforms to the State of Illinois password requirements (Click here for requirements).

*Confirm Password: [   ]
Confirm your password. The two passwords must match exactly.

Type the image code: [   ]
(Note: If you cannot read the numbers in the above image, click the refresh icon to load a new image.)

[Register]

- All fields with the red * are required, this is all fields except the middle Initial.
- Once you have entered all fields you will **Click** on the Register button.
- An email will be sent to the email address that was specified and the following screen will be displayed:

Create a new ID

Confirmation email has been sent

A confirmation email has been sent to the address you registered with. You must click on the link contained in the email before your account is activated.

- The next step would be to go to your email account and look for the confirmation email.
- You will have an email from "IdentityManagement" with the subject of "Verify the email address for your Illinois Public ID".
- Open this email and click the link:

Verify the email address for your Illinois Public ID   Inbox x

IdentityManagement@illinois.gov   10:48 AM (10 minutes ago)
to me

Hi Todd,

Thanks for signing up for a Illinois Public ID!

To use your new account, you need to verify that this is your email address. This helps us prevent automated programs from creating accounts.

Use this link to verify your account:

https://www2.illinois.gov/accounts/Pages/AccountCreated.aspx?key=bHV0emdvMkBnbWFpbC5jb218NC8xOC8yMDEyIDExOjQ4OjAxIEFNfGx1dHppbnbzJAZ21haWwuY29tfFBVQkxJQ3xodHRwczovL2Ntc3B1YmxpY3FhLmlsbGludlizLmdvdi9Db29raWVBdXRoLmRsbD9HZXRMb2dvbj9jdXJsPVoyRmViZW58VG9kZA==

Notice: This link will only be valid for the next hour.

This message was delivered by an automated system and does not come from a monitored email address. Please do not reply to this email message.

Thank you

- Once you click this link, it will automatically complete the process and will present you with the following screen:

Account Validation

You have successfully created an Illinois Public ID.

Your Illinois Public ID is: ▆▆▆▆@gmail.com

Your password is the one that you specified during creation.

The email address (▆▆▆▆@gmail.com) that you provided can be used for resetting your password if you forget it.

- You will want to save this as this tells you your new ID, and as it says, the password is the one you selected when you created your account.
- You now have completed creating your ID.