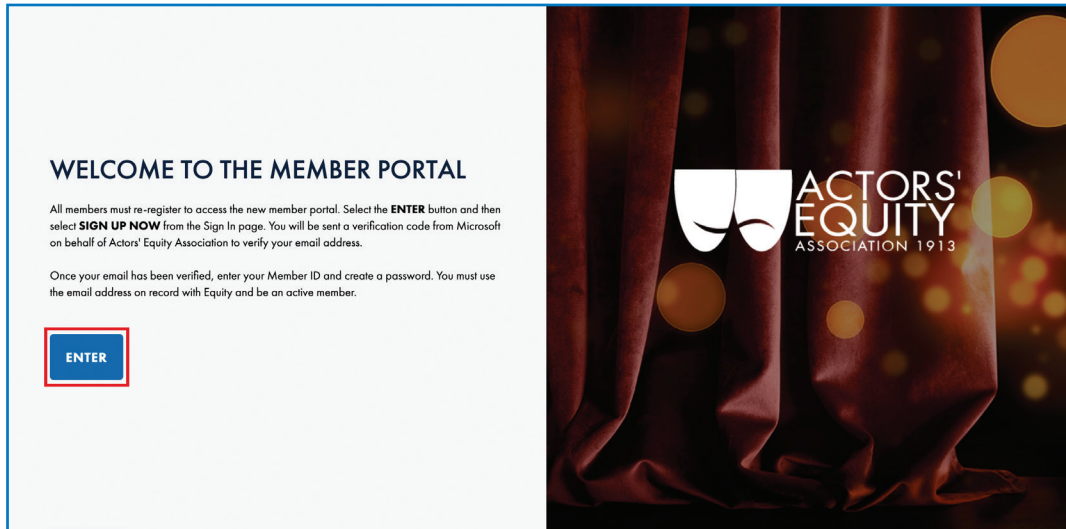
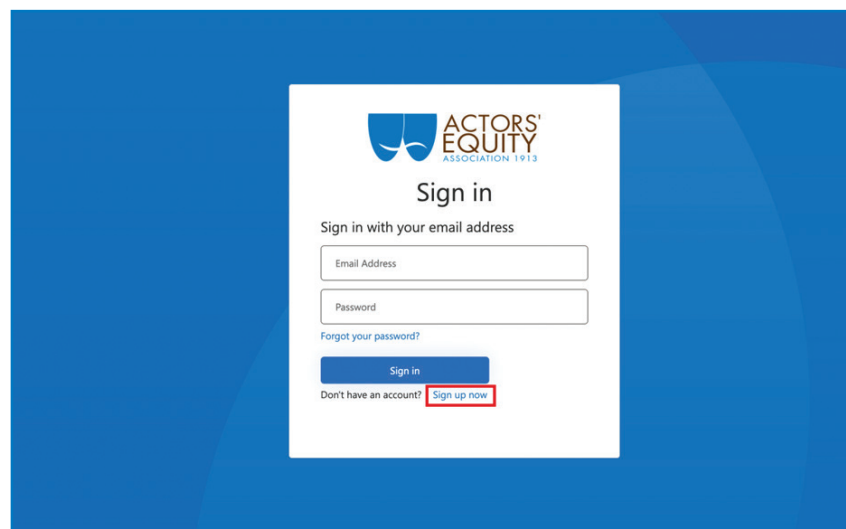


HOW TO SIGN UP FOR THE NEW MEMBER PORTAL

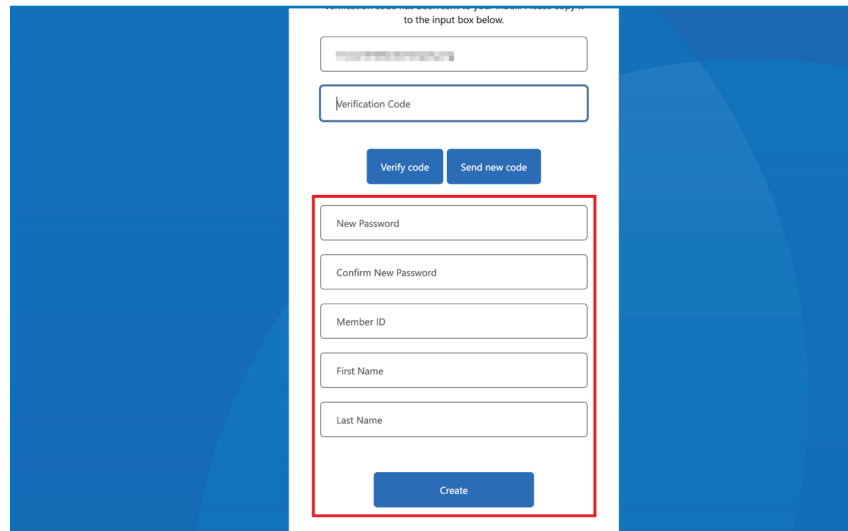
The first time you visit the [new member portal](#), you'll be greeted with a screen that looks like the image below.



- ① To begin the signup process, click (or tap) the [ENTER](#) button.
- ② At the bottom of the form, click the [Sign up now](#) link.

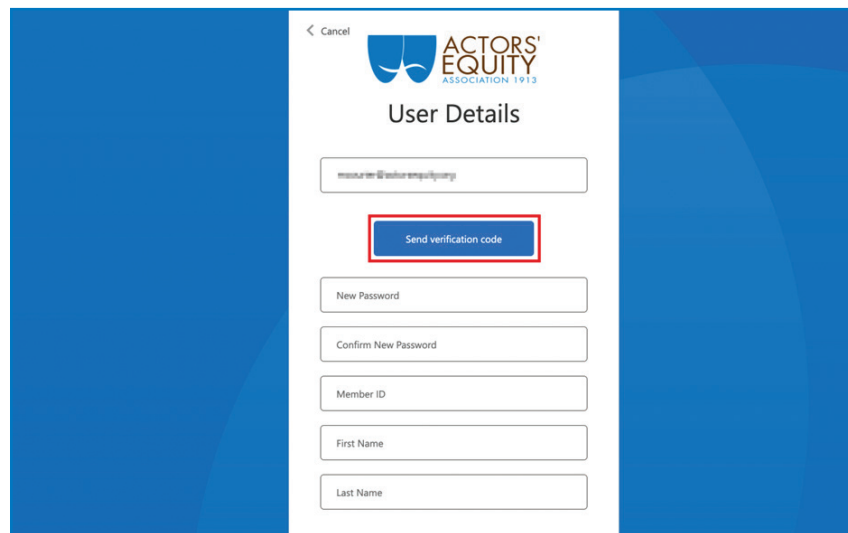


- 3 Next you'll see a form that looks like the picture below. Enter your email address that's currently on file with Equity and click the **SEND VERIFICATION CODE** button.



A screenshot of a mobile application form for account verification. The form is centered on a blue background. At the top, it says "to the input box below." Below this is a text input field containing a masked email address. Underneath is a "Verification Code" input field. Two blue buttons are positioned below the code field: "Verify code" and "Send new code". A red rectangular box highlights the bottom section of the form, which includes input fields for "New Password", "Confirm New Password", "Member ID", "First Name", and "Last Name". At the bottom of this highlighted section is a blue "Create" button.

- 4 Check your email. *The code will be a six-digit number. If you do not receive your code after 15 minutes, check your spam folder before requesting a new code.*
- 5 Type the code into the field and click **VERIFY CODE**. Once your code has been verified, fill out the remaining fields on the form and click **CREATE**. This will submit the form and create your account.



A screenshot of the "User Details" form in the mobile application. At the top left is a "Cancel" button. The ACTORS' EQUITY ASSOCIATION 1913 logo is at the top center. Below the logo is the title "User Details". A text input field contains a masked email address. A blue button labeled "Send verification code" is highlighted with a red box. Below this are input fields for "New Password", "Confirm New Password", "Member ID", "First Name", and "Last Name".

You can now log in and use the new Member Portal!

If you have trouble setting up your new account, you can email support@actorsequity.org or call 212-869-8530 x565. Tech support is available Monday – Friday, 9:30 a.m. to 8:00 p.m. ET.