

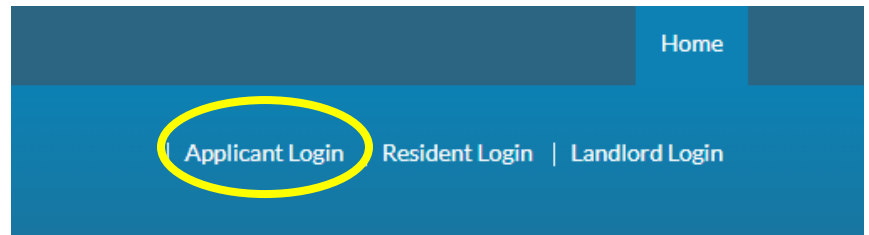


Applicant Online Portal Step-by-Step Instructions

1. Go to: portal.scottcda.org **OR** Scan the QR Code Here



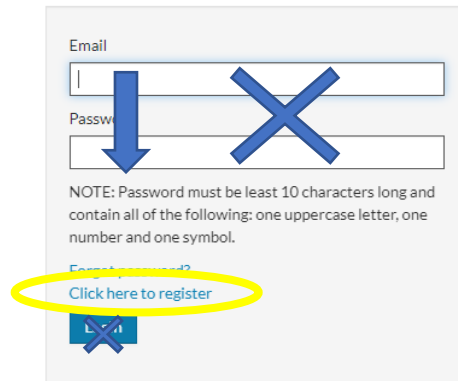
2. At the top of the page click "Applicant Login" to get started



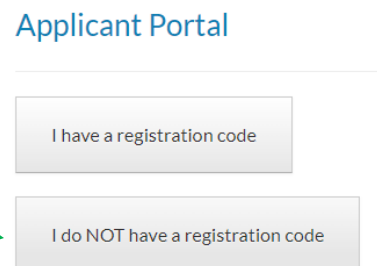
**When using a mobile device, you will need to select your preference on Cookies*



3. Next, scroll all the way down and select "Click here to register" *You do not need to enter your email yet.*



4. Now, select "I do NOT have a registration code"



Continued on the back of this page →→→

5.

Fill out all the fields for your:

- Name
- Social Security Number
- Phone Number
- Email
- Choose a Password

First Name*
First Name

Last Name*
Last Name

SSN#* (if you do not have a SSN, please enter 999-99-9999)
[Redacted]

Confirm SSN#*
[Redacted]

Phone (Mobile)*
(555) 555-5555

Account Information

Email Address* (Your email address is your user name)
YourEmail@Example.com

Confirm Email Address*
YourEmail@Example.com

Password*
Password

Confirm Password*
Confirm Password

6.

You then need to **click on**
Please read and accept
the Terms and
Conditions.

Read through and **click**
accept at the bottom of
pop up prior to clicking
Register

Please read and accept the Terms and Conditions

Register

Tips if you are having trouble getting registered:

1. Make sure you choose a password that contains at least 10 characters with letters, numbers and one special character.
2. If you run into an issue, follow the step-by-step guide provided to make sure you did not miss a step. Watch for error messages at the top of the screen and throughout the process. It will assist you in telling you what you did in error.
3. If you still having issues, please email us at: cda-info@scottcda.org.
**This will be your best method of reaching us for technical assistance rather than phone calls.*

Thank you for taking the time to register for the Scott County CDA Applicant Portal!
We look forward to contacting you with this new and effective method!