How to Create a myNEFEC Account

1. Go to <u>www.nefec.org</u> and click the 'SIGN IN' link at the top of the page.

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2. On the myNEFEC Sign In page, click the 'Create an Account' button.

MyNEFEC Sign In					
Email address	a Password				
Remember Me					
Sign In					
Forgot Password Create an Account					

3. Enter your email address in the 'Email address' and the 'Confirm email address' fields. Click the 'Submit' button.



Please Note: All correspondence through the website will be sent to this email address. This includes correspondence from trainings/courses through NEFEC.

- 4. An email with a confirmation link will be sent to your email account. It could take up to 3-5 minutes to receive this email. Please do not submit your email again. Please note: If you have not received an email in your Inbox after 5 minutes, be sure to check your Junk/Spam mail folder. If you have not received an email to either box, you can contact the webmaster at webmaster@nefec.org for assistance.
- 5. Click the confirmation link in your email. This will take you to the 'myNEFEC Sign Up' page. Complete all the fields on this page and click the 'Sign Up' button to create your myNEFEC account.

Please Note: NEFEC uses the information from myNEFEC accounts to create rosters and certificates for trainings/courses you may take through NEFEC. Type your name exactly how you would want it to appear on a certificate or name tag.