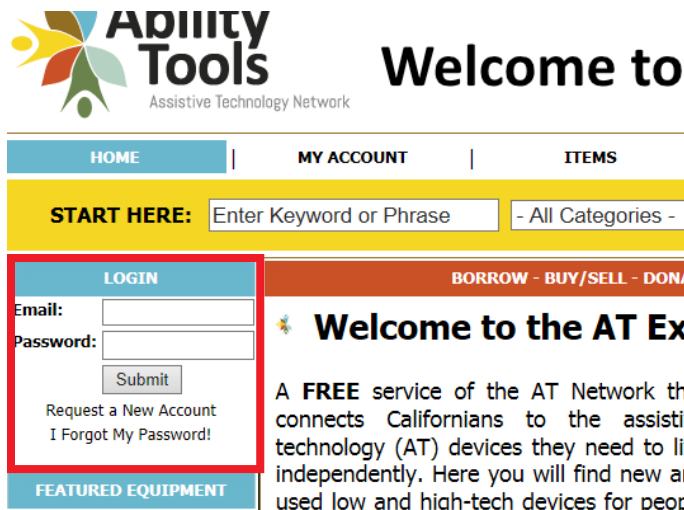


## Who can request an account?


The AT Exchange website is open to the public and is geared to those in need of acquiring or recycling assistive equipment.

## Step 1: Where do I request a new account?

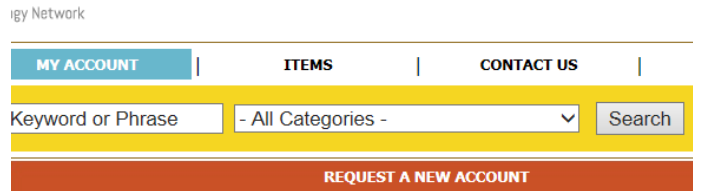
Go to <http://www.exchange.abilitytools.org> and on the left of the page, under the Login section click on "Request a New Account."




## Step 2: How do I request a new account?








Simply fill out the form as shown and agree to the terms listed. Passwords must be no less than six characters and must contain at least one alpha character and one numeric character.  **(symbol) are required.**

## Welcome to the AT Exchange



Please fill out the form below and click the "Create Account" button to request a new The AT Exchange account. Passwords must be no less than six characters and must contain at least one alpha character. **Fields marked with a  are required.**

**Personal Information**

-  **First Name:**
-  **Last Name:**
-  **Address Line 1:**
- Address Line 2:**
-  **City:**
-  **State:**
-  **Zip:**
-  **Phone Number 1:**  (Example: 888-888-8888)

## Step 3: Activating your account

After you press 'Create Account,' an email is sent to the address you provided. Be sure to check your Junk/Spam folder. This email contains a link to activate your account. Make sure you have received the email (Subject: The AT Exchange Account Activation) and activated your account. Then be sure to enter your full email address and password when logging on.

**From:** Rosemarie Punzalan  
**Sent:** Monday, August 25, 2014 8:39 AM  
**To:** Rosemarie Punzalan  
**Subject:** The AT Exchange Account Activation

Dear Rosemarie Punzalan!

Thank you for requesting an The AT Exchange account. Please click the link below and enter your process.

<https://exchange.abilitytools.org/accounts/AccountVerify.aspx?Email=rosemarie@cfilc.org>

If the above link isn't clickable, you will need to copy and paste the link into your web browser.

