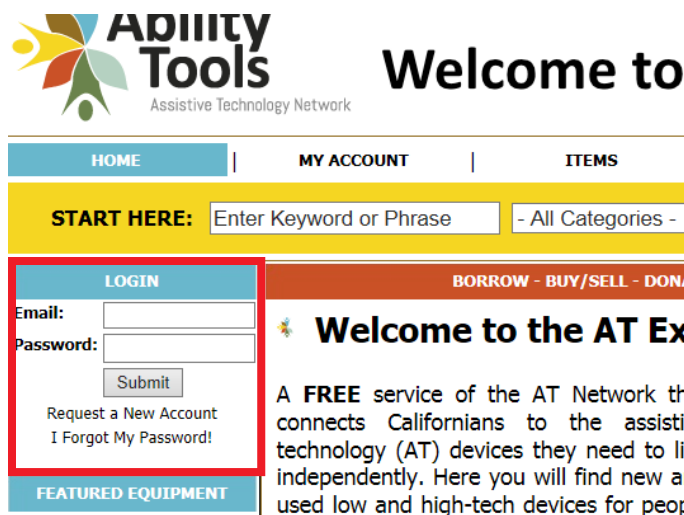


Who can request an account?


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?

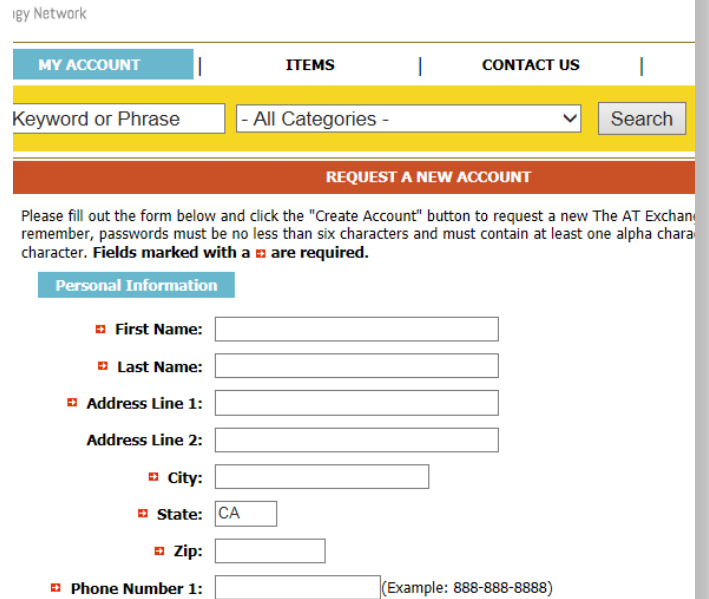
Go to <http://www.exchange.abilitytools.org> and on the left of the page, under the Login section click on "Request a New Account."



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. **Fields marked with a  (arrow symbol) are required.**

Welcome to the AT Exchange



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.

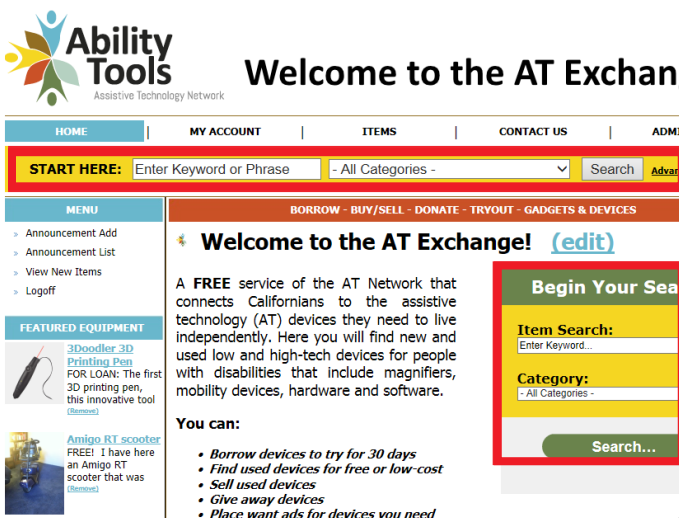
Step 4: Account Verification

After activating your account, you will be directed to the AT Exchange and this message will appear: "Thank you for activating your AT Exchange account! Please click here to login."

How do I find an item?

To search for an item, you can use a Simple Search or an Advanced Search choosing various factors such as location or free/loan.

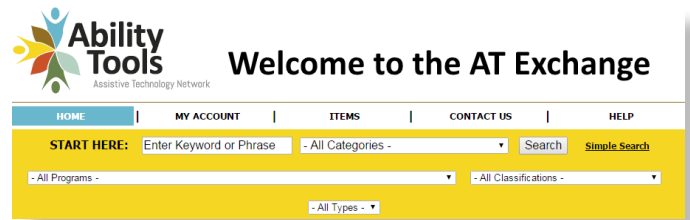
Simple Search



Choose at least one option below:

1. Enter a keyword or phrase in the item search box. *(optional)*
2. Choose a Category from drop-down menu list. *(optional)*

Advanced Search



Click Advanced Search:

Optional factors for advanced search include:

- Enter keyword or phrase in the item search box
- Choose a category from the drop-down menu list
- Choose a program / city
- Choose a classification from the drop down menu list
- Choose a type (Loan, Wanted, Sale, Free, Demo) from the all types drop-down list

Find devices for sale or free:

<https://exchange.abilitytools.org>
(800) 390-2699



(800) 390-2699 | www.AbilityTools.org

