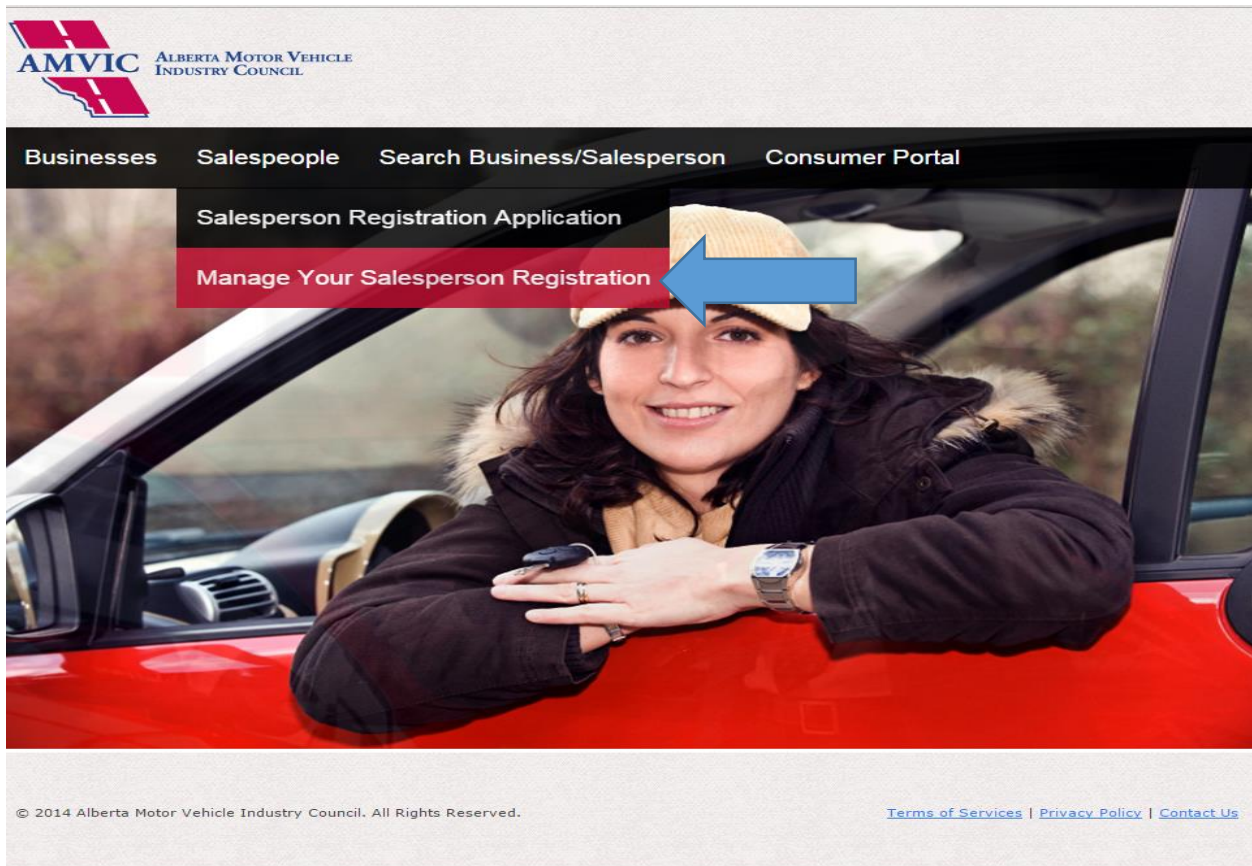


## Activate Online Portal – Salesperson

Place cursor over Salespeople



Select “Manage your Salesperson Registration”



Click on "Activate Online"

The screenshot shows the AMVIC logo and the text "ALBERTA MOTOR VEHICLE INDUSTRY COUNCIL". Below this is a red header with the text "ONLINE MEMBER SERVICE". The main content area contains a welcome message: "Welcome to the Alberta Motor Vehicle Industry Council Online Member Service. If this is your first time accessing Online Member Service, you must first activate to gain access. Click Activate to complete the activation process. You will be asked to verify your information on file with the Board. Upon successful activation you will be able to set a password and access your registrant profile to keep it accurate, up-to-date and complete." Below the text are two input fields: "Personal Email Address:" and "Password:". Each field has a blue question mark icon to its right and a blue arrow pointing left towards the "Activate Online" button. The "Activate Online" button is highlighted in red and has a blue arrow pointing left towards it. There are also "Login" and "Forgot Password" buttons.

Enter your Registration number (make sure you place an S in front of number example: Sxxxxxxx)

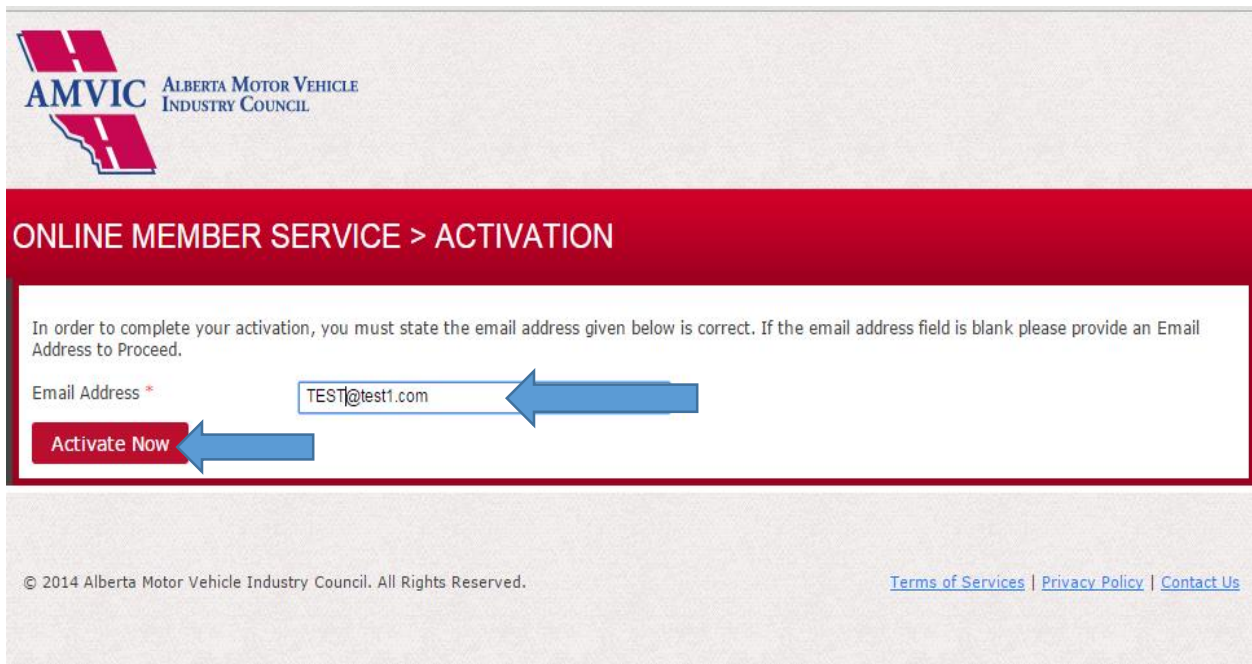
Enter the Activation Code

Enter your Date of Birth (MM/DD/YYYY)

Click on "Activate Now"

The screenshot shows the AMVIC logo and the text "ALBERTA MOTOR VEHICLE INDUSTRY COUNCIL". Below this is a red header with the text "ONLINE MEMBER SERVICE > ACTIVATION". The main content area contains instructions: "Complete the following fields to proceed with your activation. The information entered below must match what is currently on file with AMVIC in order to activate and gain access to the Online Member Service. NOTE: Registration Number - If you are an automotive business your registration number is your license number, and you will need to add a 'B' to the start of it (eg: B6005435). If you are salesperson your registration number is your registration number and you will need to add an 'S' to the start of it (eg: S6005435). If you require assistance please contact AMVIC Licensing at (780)466-1140 during regular business hours." Below the text are three input fields: "Registration Number:", "Activation Code:", and "Date of Birth (MM/DD/YYYY):". Each field has a blue question mark icon to its right and a blue arrow pointing left towards the "Activate Now" button. The "Activate Now" button is highlighted in red and has a blue arrow pointing left towards it.

Confirm the email address that AMVIC has on file and click “Activate Now”



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### ONLINE MEMBER SERVICE > ACTIVATION

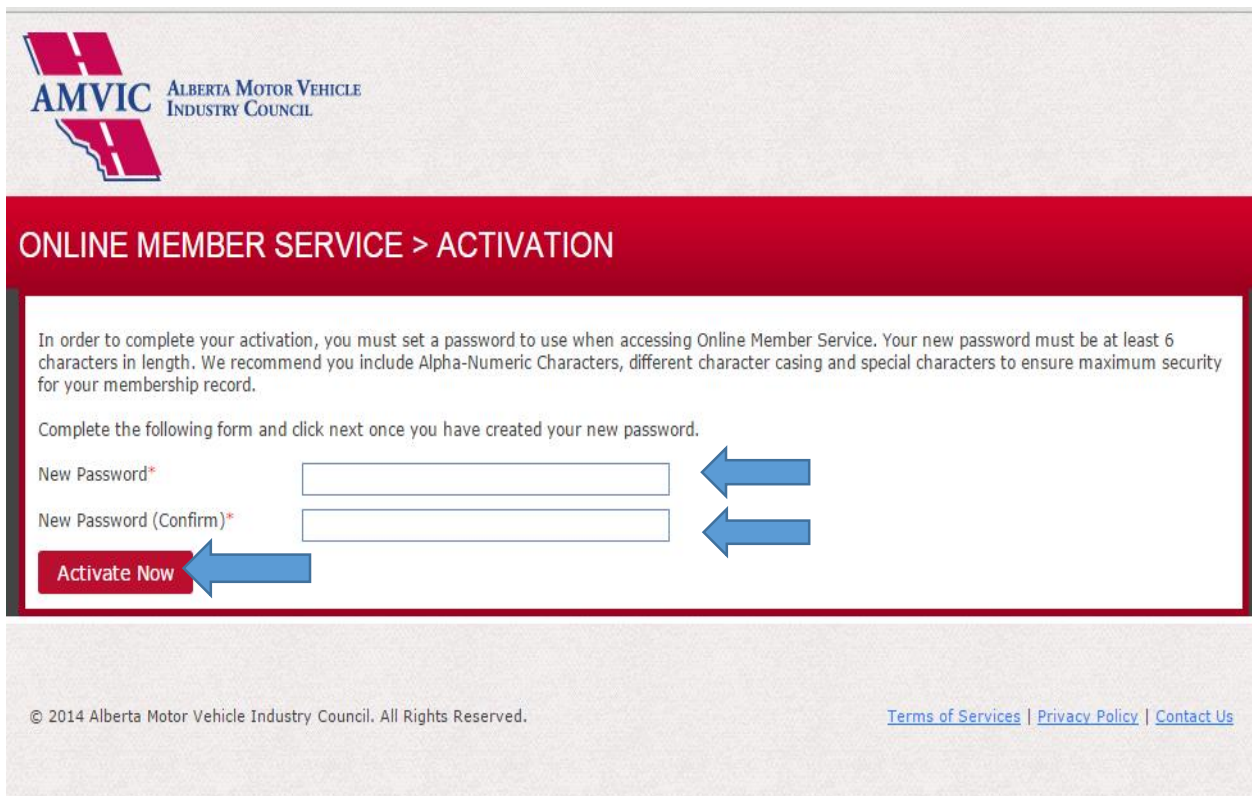
In order to complete your activation, you must state the email address given below is correct. If the email address field is blank please provide an Email Address to Proceed.

Email Address \*

**Activate Now**

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Enter and confirm a password that you would like to use to access your AMVIC Online Profile then click on “Activate Now”



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### ONLINE MEMBER SERVICE > ACTIVATION

In order to complete your activation, you must set a password to use when accessing Online Member Service. Your new password must be at least 6 characters in length. We recommend you include Alpha-Numeric Characters, different character casing and special characters to ensure maximum security for your membership record.

Complete the following form and click next once you have created your new password.

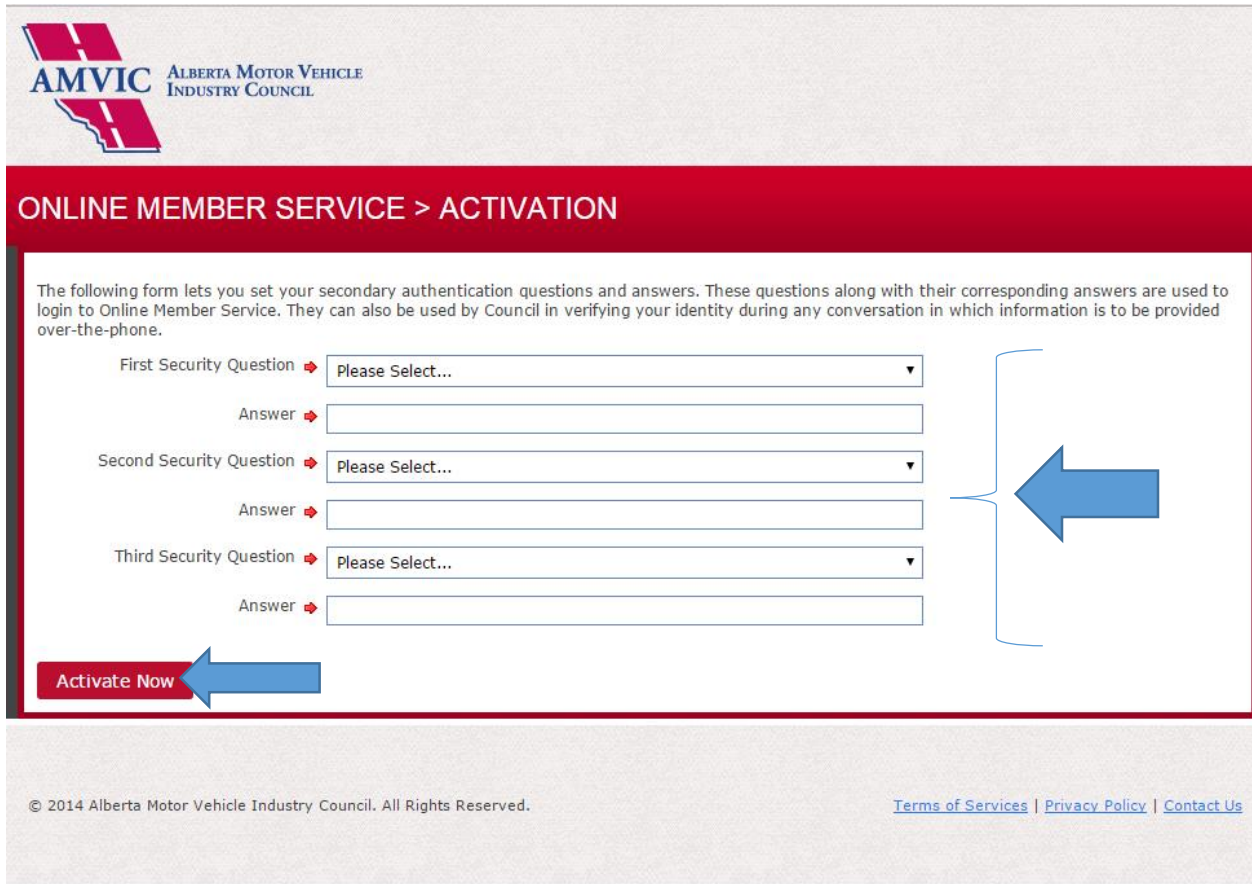
New Password\*

New Password (Confirm)\*

**Activate Now**

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Select and answer three security questions for you AMVIC Online Profile and then click on “Activate Now”





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### ONLINE MEMBER SERVICE > ACTIVATION


The following form lets you set your secondary authentication questions and answers. These questions along with their corresponding answers are used to login to Online Member Service. They can also be used by Council in verifying your identity during any conversation in which information is to be provided over-the-phone.


First Security Question  Please Select...


Answer 

Second Security Question  Please Select...

Answer 

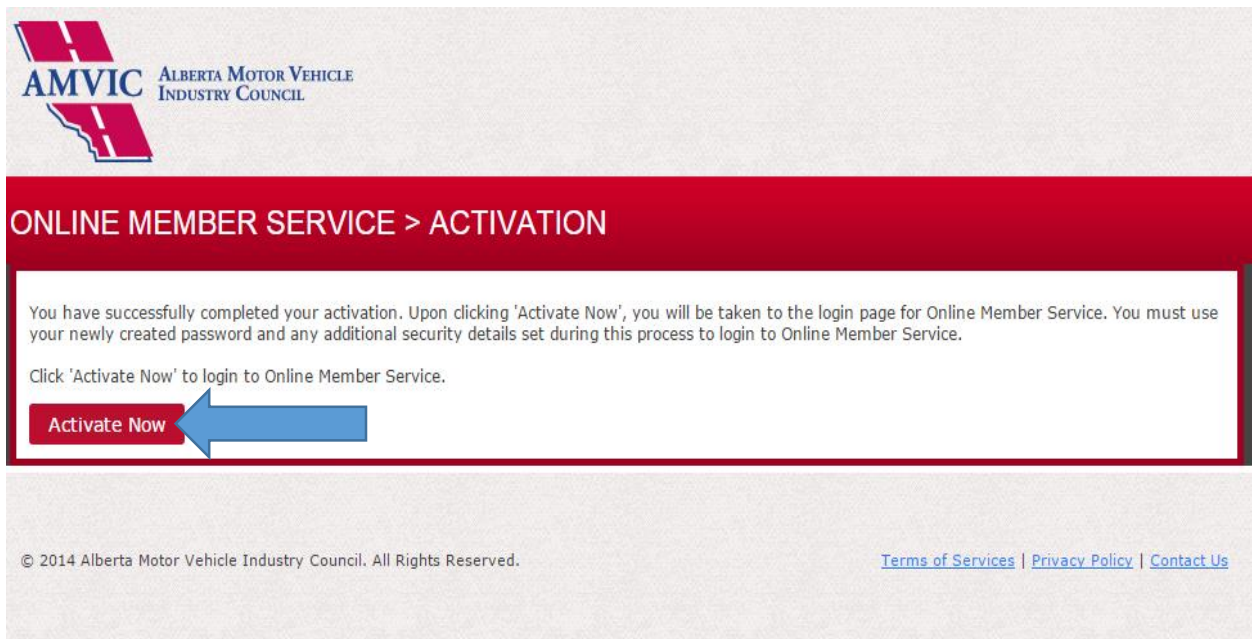
Third Security Question  Please Select...

Answer 

**Activate Now** 

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You have now successfully activated your online profile click on “Activate Now” to login to Online Member Services




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### ONLINE MEMBER SERVICE > ACTIVATION

You have successfully completed your activation. Upon clicking 'Activate Now', you will be taken to the login page for Online Member Service. You must use your newly created password and any additional security details set during this process to login to Online Member Service.

Click 'Activate Now' to login to Online Member Service.

**Activate Now** 

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