



## Creating an account

1. Click the green "Sign Up" Button near the bottom of the page. A new page will open.
2. Fill out the sections identified.
  - a. First and Last Name: Enter your first and last name
  - b. Email: Enter the email address provided on your registration application.
  - c. Date of Birth: Click on the Date of Birth box. When the calendar appears click the month, day and year. Alternatively, you can enter it manually. Ensure that when entering your date of birth, it appears in the proper format; MM/DD/YYYY.
  - d. Registration/Student Number: Please use your registration number or file reference number. Refer to page 2 for details on where to find this information. For new applicants, your File Reference Number will become your Registration Number. After your application is reviewed, an email is sent to the address on your application regarding an outstanding insurance amount. This email has your file reference number in it. If you have not received the email, please check your Junk or Spam folders.
  - e. Password: Your password must contain at least 8 characters, and must have a combination of uppercase and lowercase letters, numbers and a special character, such as ! or @.
  - f. Click "I'm not a robot" and follow the instructions in the window that pops up.

### Sign Up

First Name \*

Last Name \*

Email Address \*

Date of Birth \*

 

Registration/Student ID \*

Password \*

Confirm Password \*

Captcha:

 I'm not a robot re

**Sign Up**



3. When you have completed filling in the information, click the green "Sign Up" button.
4. If there are no problems with your account creation, you will be informed that an activation email will be sent to the email address you provided. Make sure you check your Junk or Spam folders, as the email may be redirected.
5. Click on the link within the email sent to you by RECO. This will activate your account and direct you to MyWeb's login screen.
6. You can now log in to your MyWeb account!

**Please note:** If you have not received an activation email within 30 minutes, you may request for it to be resent by clicking the green "Resend Activation Email" on the MyWeb login screen.

The screenshot shows a confirmation page for account activation. At the top left is the 'my web' logo. A large yellow circle with the number '4' is on the left. To its right, the text reads: 'An activation link has been sent to the email address you associated with your account.' Below this, it says: 'Please click the link in the email to verify your email address and complete the sign up process.' A green 'Login' button is centered below the text. A horizontal line separates this from the contact information: 'Have a question? Contact us: myweb@reco.on.ca'. The footer contains the RECO logo, social media icons for Facebook, Twitter, LinkedIn, and YouTube, and a copyright notice: '©2017 RECO, All Rights Reserved.' To the right of the copyright notice are links for 'Privacy Code', 'Terms of Use Policy', 'Industry Links', 'About Us', 'Submit an Inquiry', and 'Contact Us'.