Once you log in – How to create your profile

Contact Name - Enter your name using the format First Name space Last Name

User ID – will be used every time you log into the system.
Your USER ID should be something common and familiar to you.

E-mail – Enter your email address – Field is Required

Telephone – Enter your 10 digit contact number. NO DASHES OR SPACES.
How to create your profile – Cont.

**Web Password** – Create a 6-10 character password consisting of numbers and letters.

Retype the web password to confirm the entry

**Telephone Password** – You have the option to create a 5-8 digit numerical password for filing over the phone. This step is NOT REQUIRED.

**Password Hints** – In the event you forget your password you will be given the option to answer these password hint questions.

Select Question 1 from the list
Enter the answer to Question 1
Select Question 2 from the list
Enter the answer to Question 2
Click the next button to save your entries and be brought to the TSC Main Menu.

This was so simple! Now I just need to make sure I remember my user ID and password.
Oops – Where is the Main Menu?

If you have clicked **NEXT** and have not been brought to the TSC Main Menu, please do not throw your computer!

Instead, scroll to the top of the web page to see the error message in the red box. Correct the field indicated and click on **NEXT** again.

Wahoo! Crisis averted.