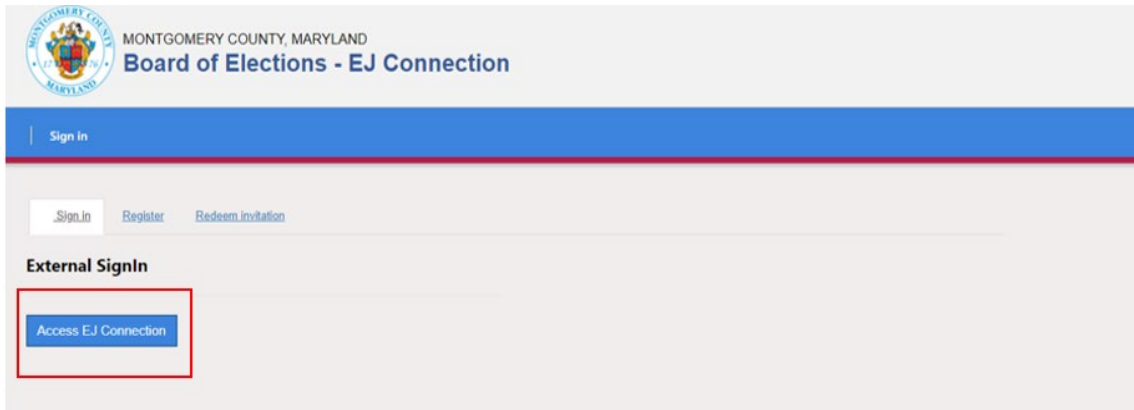


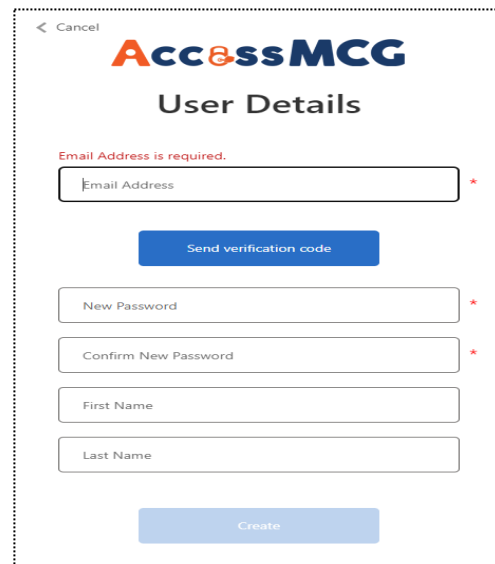
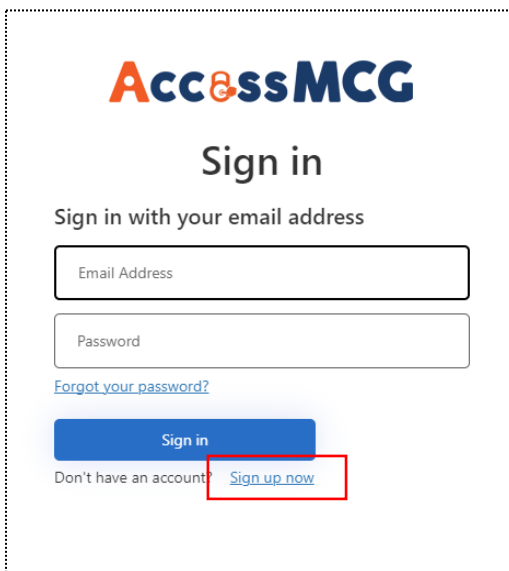
## New Application Procedures

Follow the steps below to create a new account in the EJ Connection and submit an application.

1. Select the **EJ Connection** link.
2. The EJ Connection home page appears as shown below.
3. Select the **Access EJ Connection** button and the AccessMCG Sign In screen appears



4. Select the **Sign up now** link and the AccessMCG User Details Screen appears.



5. Enter the email address to be used for the account and select the **Send Verification** button and the AccessMCG User Details screen is updated as shown on the next page.

## New Application Procedures

< Cancel

**AccessMCG**

### User Details

Email Address is required.

 \*

Send verification code

 \* \*

Create

A verification code is sent to the email address entered. The email is sent from **Microsoft on behalf of Montgomery County Government**.

6. Retrieve the verification code and enter the code in the **Verification Code** field.

< Cancel

**AccessMCG**

### User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

 \* \*

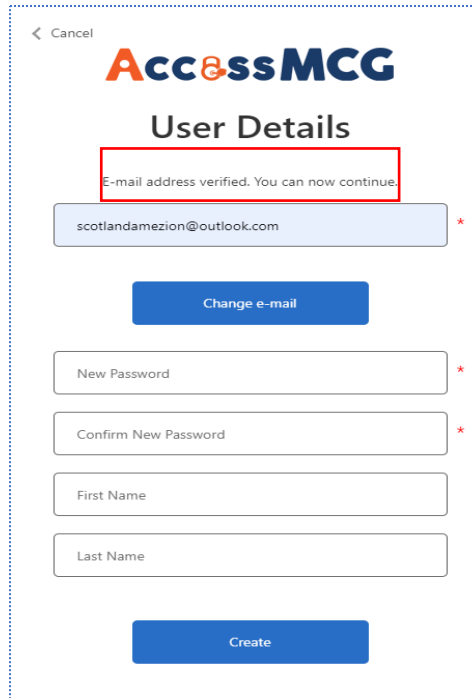
Verify code Send new code

 \* \*

Create

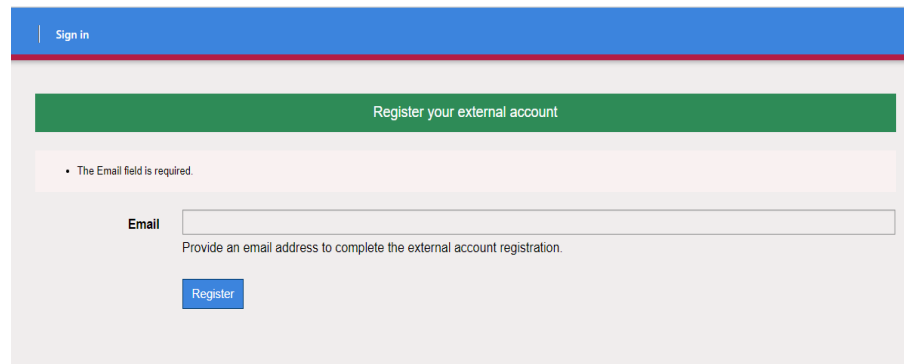
## New Application Procedures

7. Select the **Verify code** button and if the code is verified, the AccessMCG User Details screen is updated and displays the message, *'Email address verified. You can now continue.'*



The screenshot shows the 'AccessMCG User Details' screen. At the top, there is a back arrow and the text 'Cancel'. Below that is the 'AccessMCG' logo. The title 'User Details' is centered. A red box highlights the message: 'E-mail address verified. You can now continue.' Below this is a text input field containing 'scotlandamezion@outlook.com' with a red asterisk to its right. A blue button labeled 'Change e-mail' is positioned below the email field. Further down are four more text input fields: 'New Password', 'Confirm New Password', 'First Name', and 'Last Name', each with a red asterisk to its right. At the bottom is a blue button labeled 'Create'.

8. Enter a password in the New Password field.
9. Re-enter the password in the Confirm New Password field.
10. Enter a first and last name in the designated fields.
11. Select the **Create** button and the Register your External Account screen appears as shown below.



The screenshot shows the 'Register your external account' screen. At the top, there is a blue header with a white 'Sign in' link. Below the header is a green banner with the text 'Register your external account'. A light pink error message reads: '• The Email field is required.' Below this is an 'Email' label followed by an empty text input field. Underneath the input field is the text: 'Provide an email address to complete the external account registration.' At the bottom is a blue button labeled 'Register'.

# New Application Procedures

12. Enter the email used to create the account in the Email field.

Sign in

### Register your external account

• The Email field is required.

**Email**

Provide an email address to complete the external account registration.

13.

13. Select the **Register** button and the Profile page is displayed. Enter your first name and last name in the designated fields and select the **Update** button at the bottom of the page.

## Profile

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

### Your Information

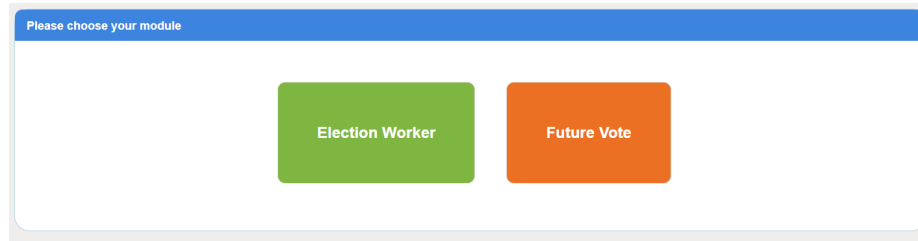
<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Email"/>	<input type="text" value="Business Phone"/>
<input type="text" value="Organization Name"/>	<input type="text" value="Title"/>
<input type="text" value="Nickname"/>	<input type="text" value="Web Site"/>
<input type="text" value="Public Profile Copy"/>	
<input type="text" value="Preferred Language"/>	

### How may we contact you? Select all that apply

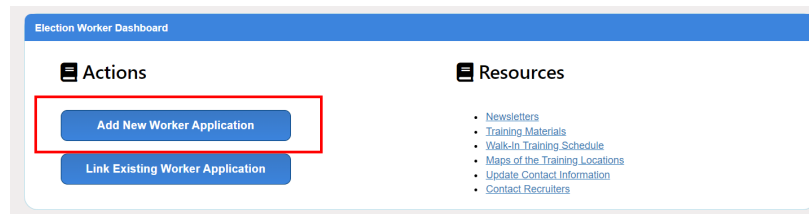
- Email
- Fax
- Phone
- Mail

## New Application Procedures

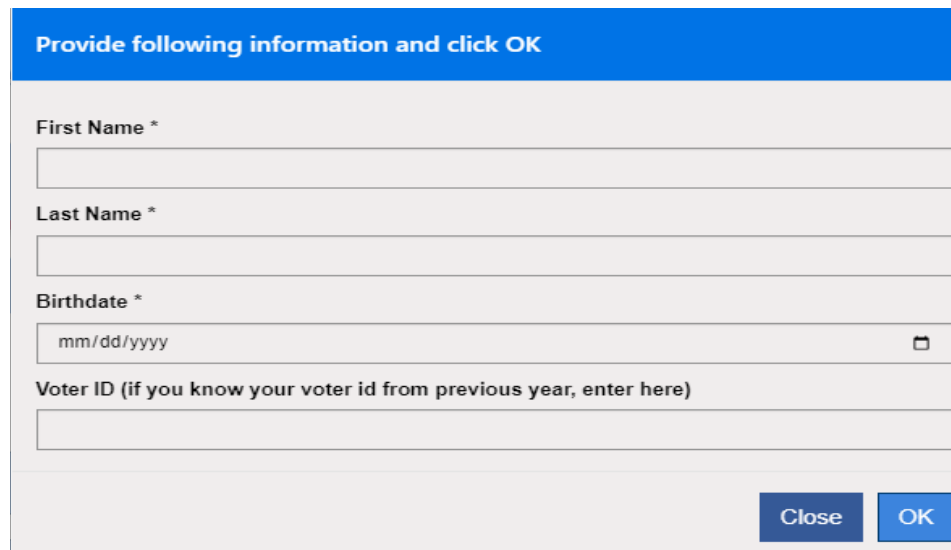
14. The Election Worker home screen appears as shown below.



15. Select the Election Worker button and the Election Worker Dashboard appears.



16. Select the **Add New Worker Application** button and the following screen appears.



17. Enter your first and last name in the designated fields.

18. Enter your birthdate in the Birthdate field.

19. Select the **OK** button and the application is displayed.

**Note:** if you previously applied to be an Election Worker and have an existing record in the database, the following screen will be displayed informing you to use the **Link Existing Worker Application** button. Please refer to the *February Newsletter 2024* for instructions on linking your account.

## New Application Procedures



20. Complete the application with the required data.
21. Read the Affirmation Statement and select the **Confirm** button.
22. Submit the application and you will receive an email with directions for the next step in the process.