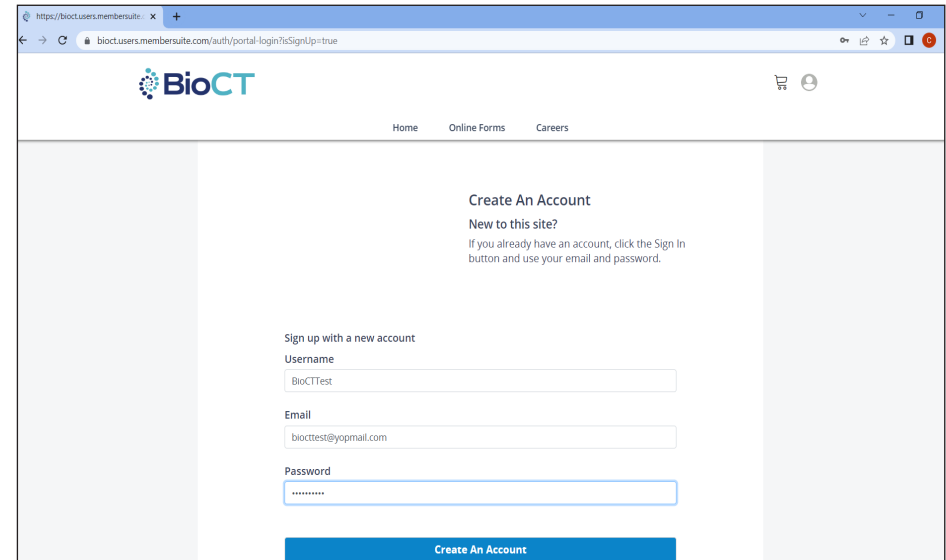


1. Landing Page

Create a personal username and password.

You need an individual account even if you plan to purchase a membership for your organization.

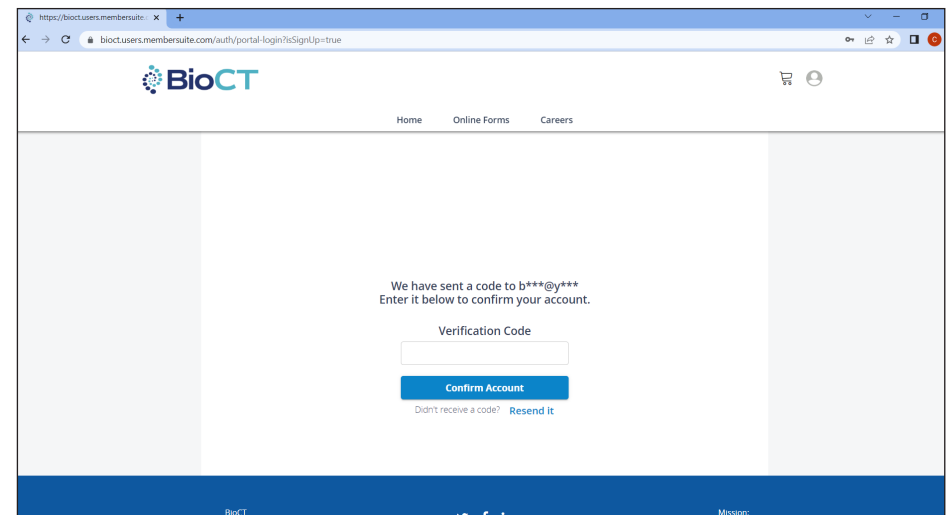


The screenshot shows the BioCT landing page with a navigation bar containing 'Home', 'Online Forms', and 'Careers'. The main content area features a 'Create An Account' section with the text: 'New to this site? If you already have an account, click the Sign In button and use your email and password.' Below this is a form titled 'Sign up with a new account' with three input fields: 'Username' (containing 'BioCTTest'), 'Email' (containing 'biocctest@yahoo.com'), and 'Password' (containing six dots). A blue 'Create An Account' button is positioned at the bottom of the form.

2. Verification Code

Check your email for a verification code and enter it into the box on your screen.

If you do not receive it in a couple of minutes, please click "Resend it."



The screenshot shows the BioCT verification code page. The main content area displays the message: 'We have sent a code to b***@y*** Enter it below to confirm your account.' Below this is a 'Verification Code' input field. A blue 'Confirm Account' button is located below the input field. At the bottom of the form, there is a link that says 'Didn't receive a code? Resend it'. The footer of the page includes the BioCT logo, social media icons, and the word 'Mission'.

3. Account Creation

Enter your personal information.

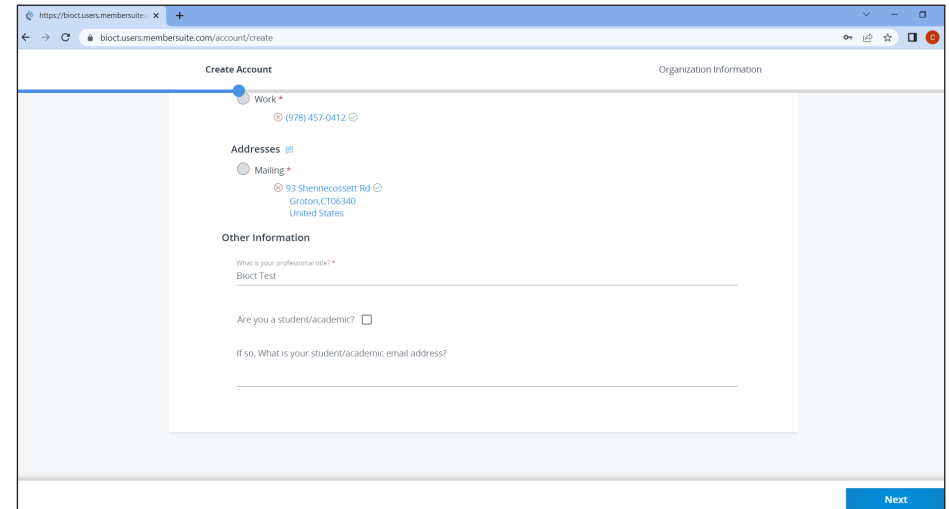
When you enter your mailing address, make sure to click “Validate and Save Address” or you will not be able to continue to the next screen.

The screenshot shows the 'Create Account' form at the 'Personal Information' step. The form includes fields for Username (pre-filled with 'biocctest'), First Name, Last Name, and Email Address. There is an 'Upload' button for a profile picture. A 'Next' button is visible at the bottom right.

The screenshot shows the 'Create Account' form at the 'Other Information' step. It includes sections for 'Phone Numbers' (with 'Work' selected and a number '+1 201-555-0123') and 'Addresses' (with 'Mailing' selected). Fields for Address 1, Address 2, City, State/Province, Zip Code, and Country are present. A red arrow points to a 'Validate and Save Address' button. A 'Next' button is visible at the bottom right.

4. Mailing Address Verified

It should look like this once your mailing address is verified.



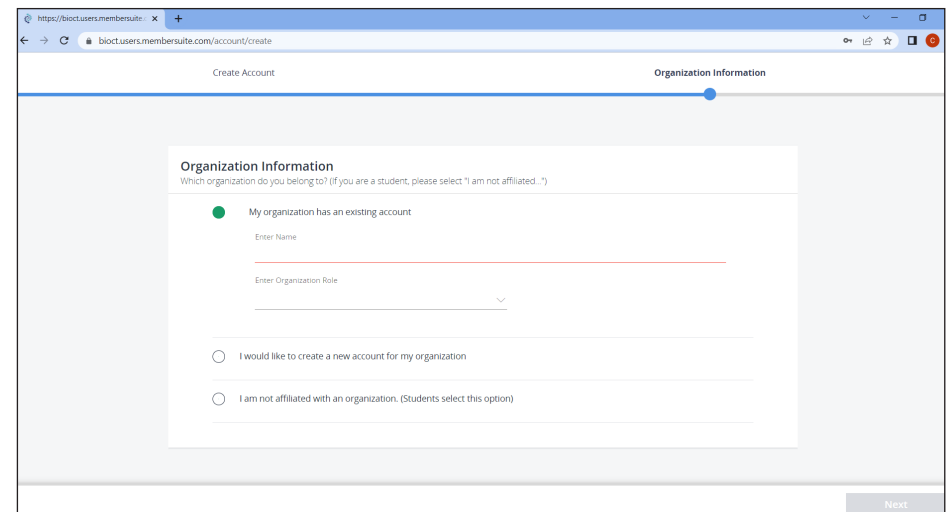
The screenshot shows a web browser window at <https://bioctusers.membersuite.com/account/create>. The page is titled "Create Account" and "Organization Information". A progress indicator shows the "Work" step is complete and the "Mailing" step is active. Under "Addresses", a "Mailing" address is listed as "93 Shennecossett Rd, Groton, CT 06340, United States". Below this, there is a field for "What is your professional title?" with the text "Bioct Test" entered. There is also a checkbox for "Are you a student/academic?" and a corresponding text field for a student/academic email address. A "Next" button is visible at the bottom right.

5. Organization Option

Select the appropriate option for you.

If your organization does not, and has never had, a membership with BioCT please choose “I would like to create a new account for my organization.”

Students please choose “I am not affiliated with an organization.”



The screenshot shows the same web browser window, but the "Organization Information" step is now active. The form asks "Which organization do you belong to? (If you are a student, please select 'I am not affiliated...')". There are three radio button options:

- My organization has an existing account. Below this are fields for "Enter Name" and "Enter Organization Role" (a dropdown menu).
- I would like to create a new account for my organization.
- I am not affiliated with an organization. (Students select this option)

 A "Next" button is visible at the bottom right.

6. Create Organization

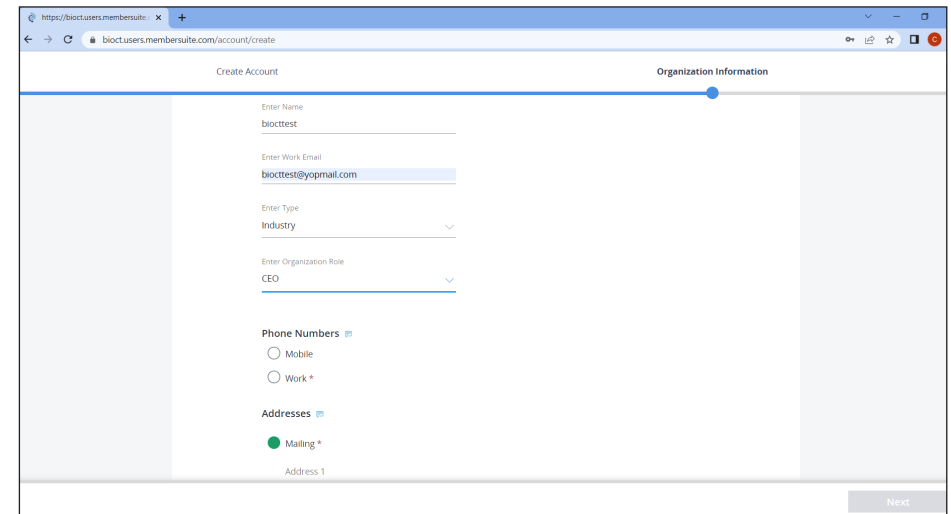
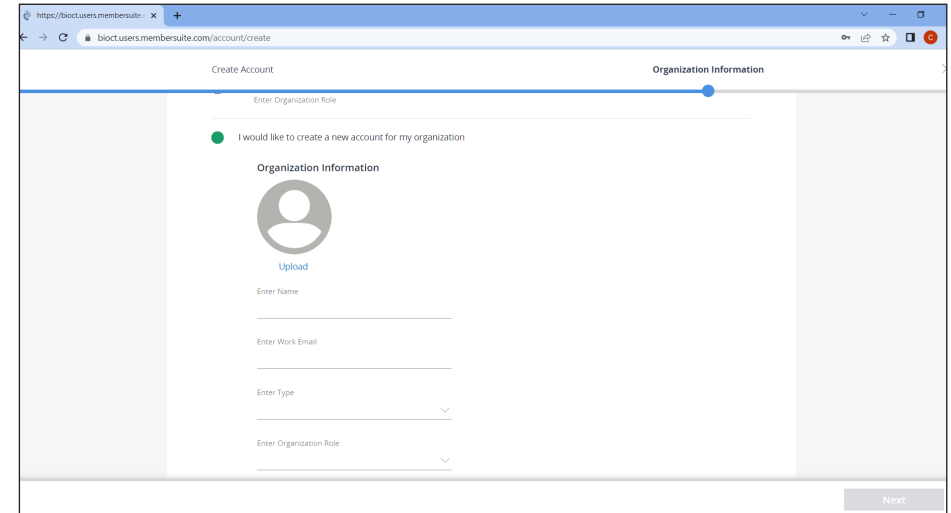
If you need to create an organization please do the following:

Fill in your company information.

Please enter your organization's primary contact's email into the "Enter Work Email" box.

Do not forget to select a "Type" and your personal "Organization Role."

Please validate and verify the company's mailing address.



You have successfully created an account!

From the homescreen you can sign up for events, or click the profile in the top right to toggle between your account and your organization.

From your organization's profile you can purchase an organization membership if you would like.

Please contact [Ben Fitzpatrick \(bfitzpatrick@bioct.org\)](mailto:bfitzpatrick@bioct.org) with any further questions.