

ACCESSING YOUR MYSURREY ESC SUPERVISOR PORTAL ACCOUNT

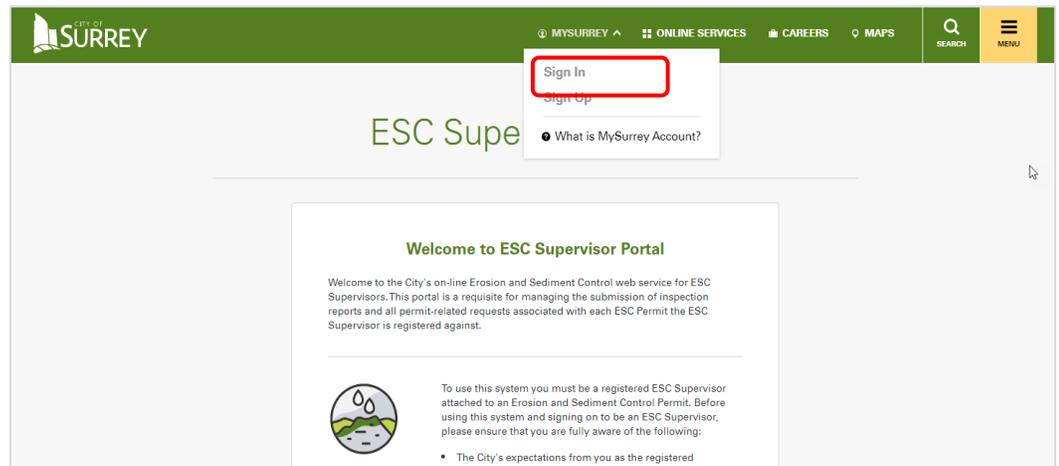
ESC Supervisors will receive an account activation email which includes the Access Code needed to link their ESC Supervisor records to the MySurrey Portal.

If you already have a MySurrey account linked to the business email specified in the activation email, please go to step 8.

If not, please follow the steps below to setup a new MySurrey profile and link it to your business email account for a Surrey ESC Supervisor Account.

SETTING UP YOUR MYSURREY ACCOUNT - SHOULD YOU NOT HAVE ONE ALREADY

1. Go to surrey.ca and click on MySurrey at the top of the page. Click on "Sign Up".



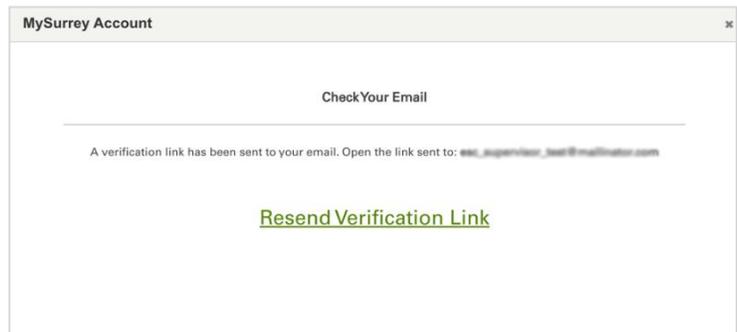
2. This prompts another screen where personal information can be entered. Please note that most fields are mandatory.

Note: Here you must enter the email address in which the access code was received. It should be a named business account (i.e. johnsmith@esccompany.ca) and not a generic account (info@esccompany.ca).

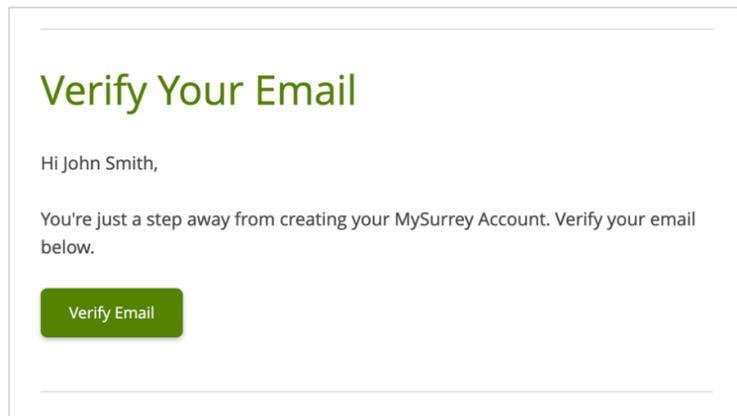
Create an Account

First Name	Last Name
<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email	Phone Number - Optional
<input type="text" value="jsmith@surrey.ca"/>	<input type="text" value="604-591-4011"/>
Password	
<input type="password" value="*****"/>	
Confirm Password	
<input type="password" value="*****"/>	
<input type="checkbox"/> By creating an account, I consent to the use of my personal information as described here .	
<input type="button" value="Back"/> <input type="button" value="Sign Up"/>	
By clicking "Sign Up" I agree to the Terms of Service	

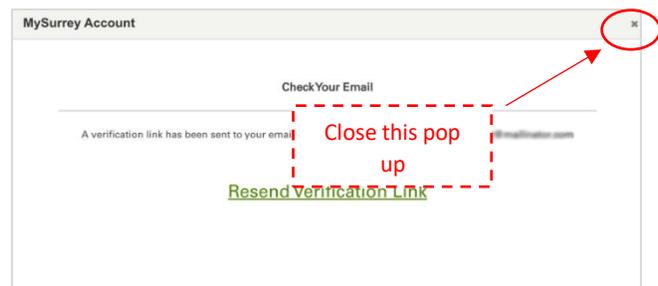
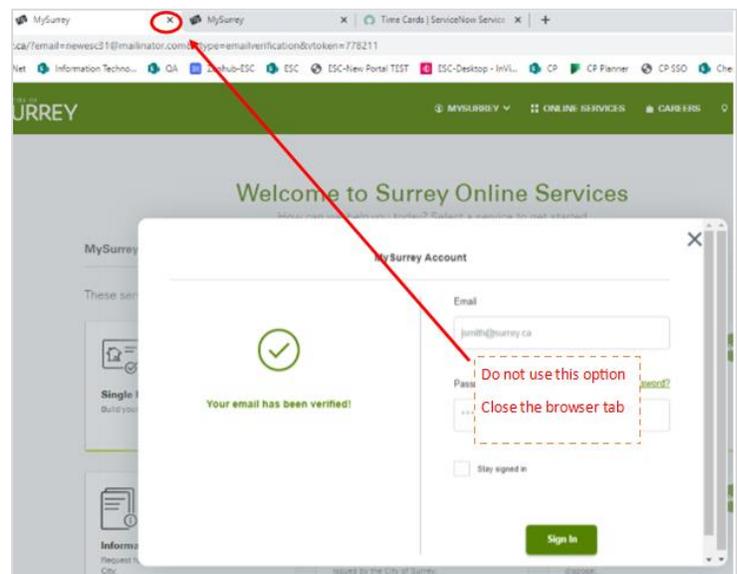
3. Once you have entered all the information and clicked “Sign Up”, a verification link will be sent to your email.



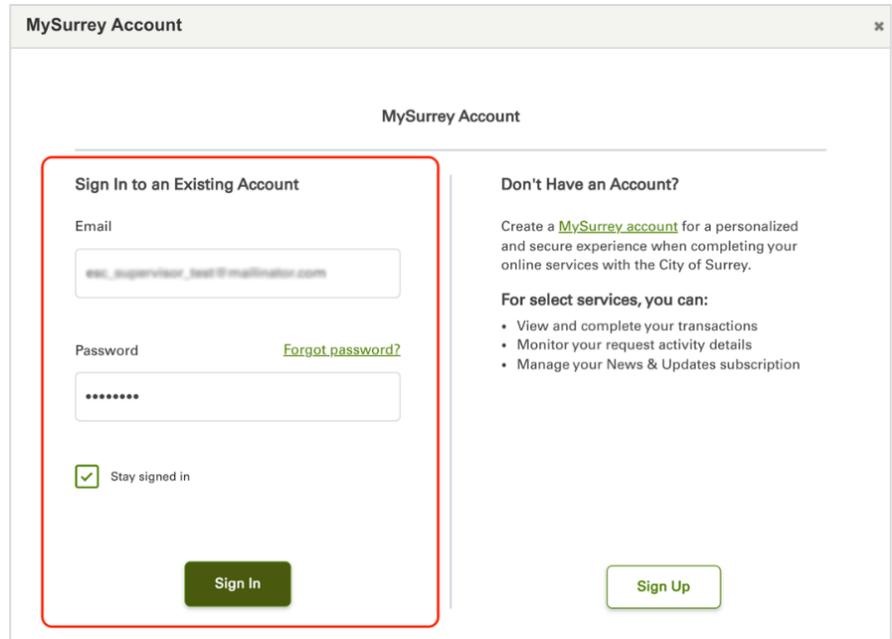
4. You will receive an email, see right, from City of Surrey for verification within a couple of minutes - if not, check your spam and junk folders. Click the Verify Email button in the email to continue the registration process.



After verifying your email, please close the browser screen tab, see right, and return to the original browser window shown in step 3, closing the message window, shown below.

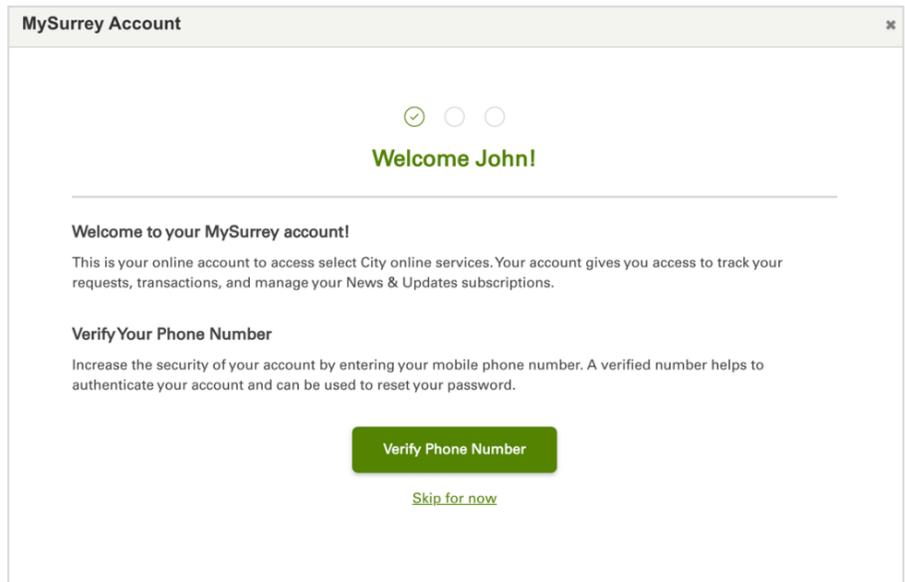


- You will be directed to the page shown. Enter the Portal password with which you set up your account (refer to steps 4 and 5) and click “Sign In”.

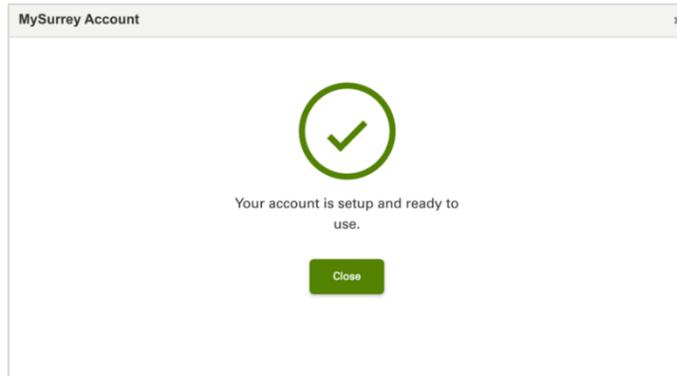


- You will be prompted with a Welcome message.

You can improve your authentication settings by clicking on “Verify Phone Number” or you can choose to “Skip for now”.



- After setting up, your account is ready to use. Click “Close”.



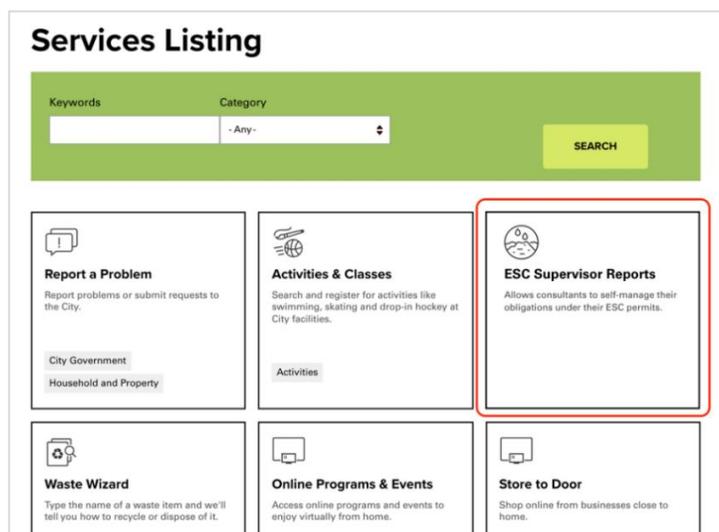
After Completing Step 7 – the system will take you directly to step 11.

LINKING YOUR ESC SUPERVISOR ACCOUNT SHOULD YOU ALREADY HAVE A MYSURREY ACCOUNT

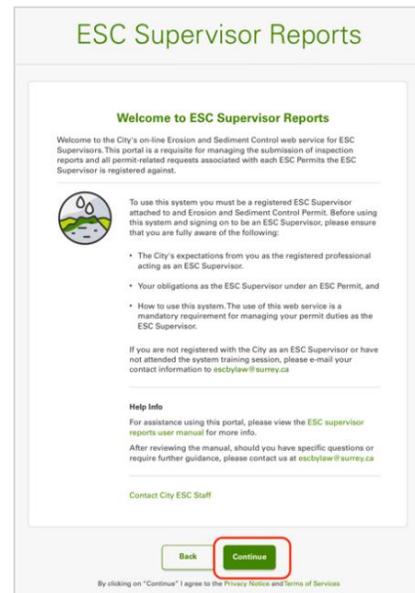
- To open the ESC Portal, go to the City of Surrey website at surrey.ca and in the header menu, click “Online Services”.



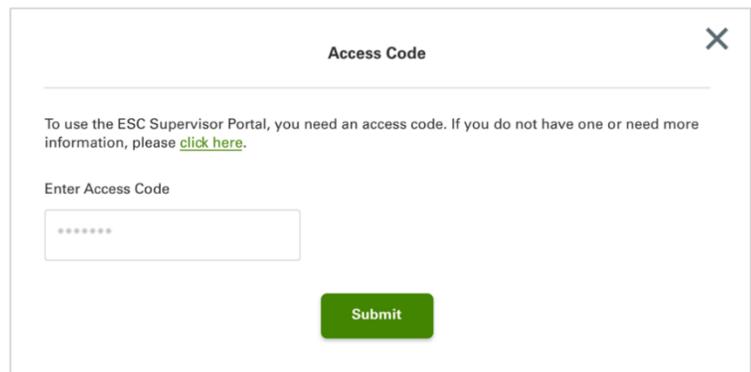
- Click on the “ESC Supervisor Reports” card on the page.



10. On the ESC Supervisor Reports homepage, click "Continue".



11. A one-time Registration screen (see right) will prompt you to enter the Access provided by City of Surrey staff via the email. Once you have entered the access code, click Submit.



YOUR MYSURREY ACCOUNT IS ALL SETUP AND YOU'RE READY TO USE THE NEW ESC SUPERVISOR PORTAL.