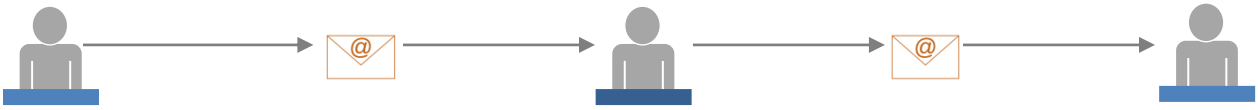
# REGISTERING FOR AN ONLINE GEIS ACCOUNT

## Steps To Register For an Online GEIS Account



**Step 1**
Contractor registers online for an account – Account type: Administrator

**Step 2**
Administrator receives email notification to validate email address

**Step 3**
TSASK GEIS office activates the account

**Step 4**
Contractor receives email notification that the account is active

**Step 5**
Contractor ready to go! Add additional administrators &/or staff accounts , as needed

### Tips

- It is recommended that all companies have two or more administrators for their account in case one administrator is not available.
- It is strongly advised that each staff member is registered with their own unique email – if not the "reset password/forgot my password" function will only work for the 1st account registered with the group email.

**Step 1**

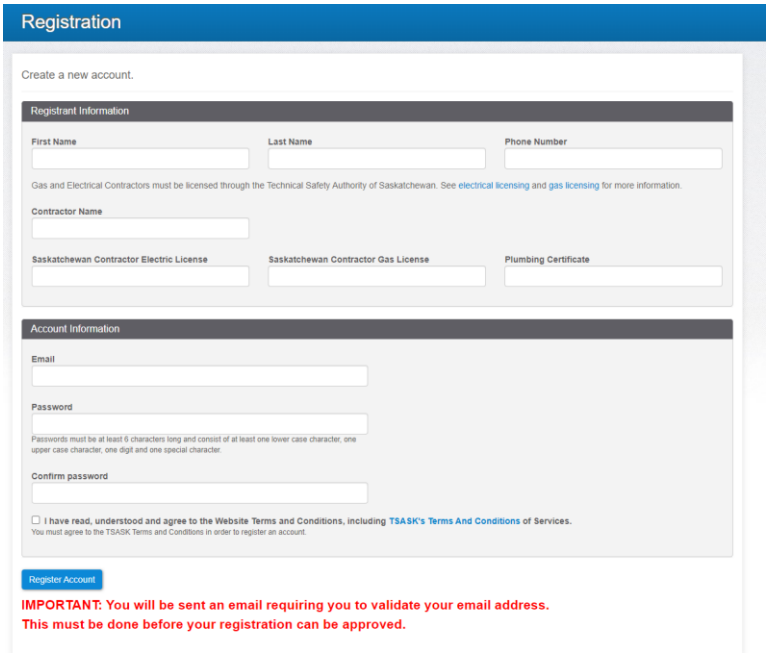
i. Go to https://geis.tsask.ca

ii. Click: **Registration** link

iii. Complete: **All applicable fields**

**Contractor Name must be your registered contractor name*

**License # must be your registered contractor License #*




iv. Click: **Register Account**

*TSASK will activate your account – it may take up to 3 business days to complete the activation.*

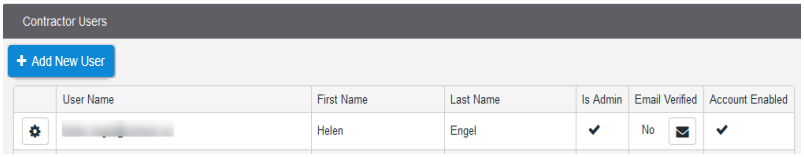
*You will receive email notification that the account is active*.

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# PROVIDING STAFF ACCESS TO ONLINE GEIS ACCOUNT

Now that you have an online account you are able to

1. Add additional users or administrators
2. Delete users or administrators
3. Reset passwords for users




## 1. Add additional users or administrators

Once you are logged into your account

**Step 1 – Select Security** Tab

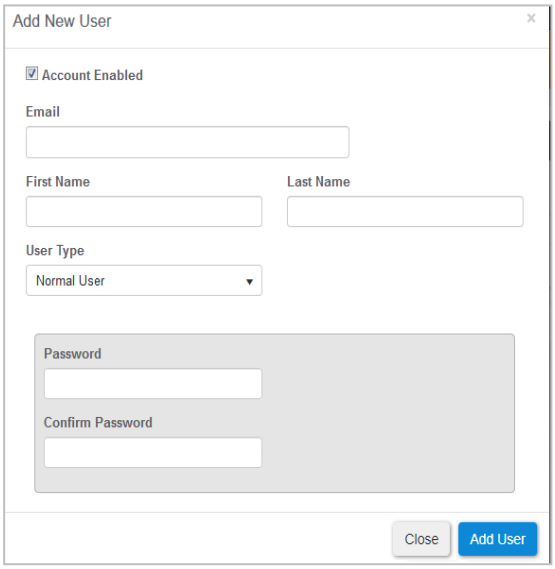
**Step 2 – Click Add New User** button
Complete all fields

There are 2 User Types
Administrator: Can add/delete users, change passwords of users and apply & pay for permits

Normal User: Can apply & pay for permits

You will need to assign a password to the individual.

**Step 3 – Click Add User** button




## 2. Delete users or administrators

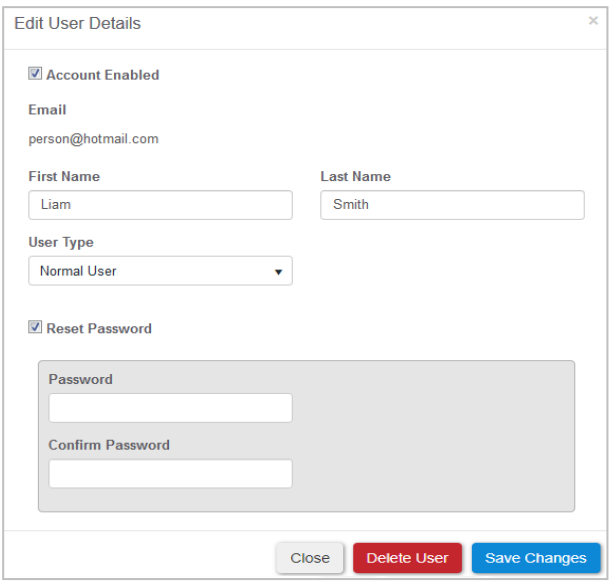
Once you are logged into your account

**Step 1 – Select Security** Tab

**Step 2 – Click Gear Icon** beside the persons name



**Step 3 – Click Delete User** button
A pop-up box will ask you to confirm your decision




## 3. Reset password for user

Once you are logged into your account

**Step 1 – Select Security** Tab

**Step 2 – Click Gear Icon** beside the persons name



**Step 3 – Check Reset Password** box

**Step 4 – Enter New Password** in both the password and confirm password box

**Step 5 –Click Save Changes** button

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