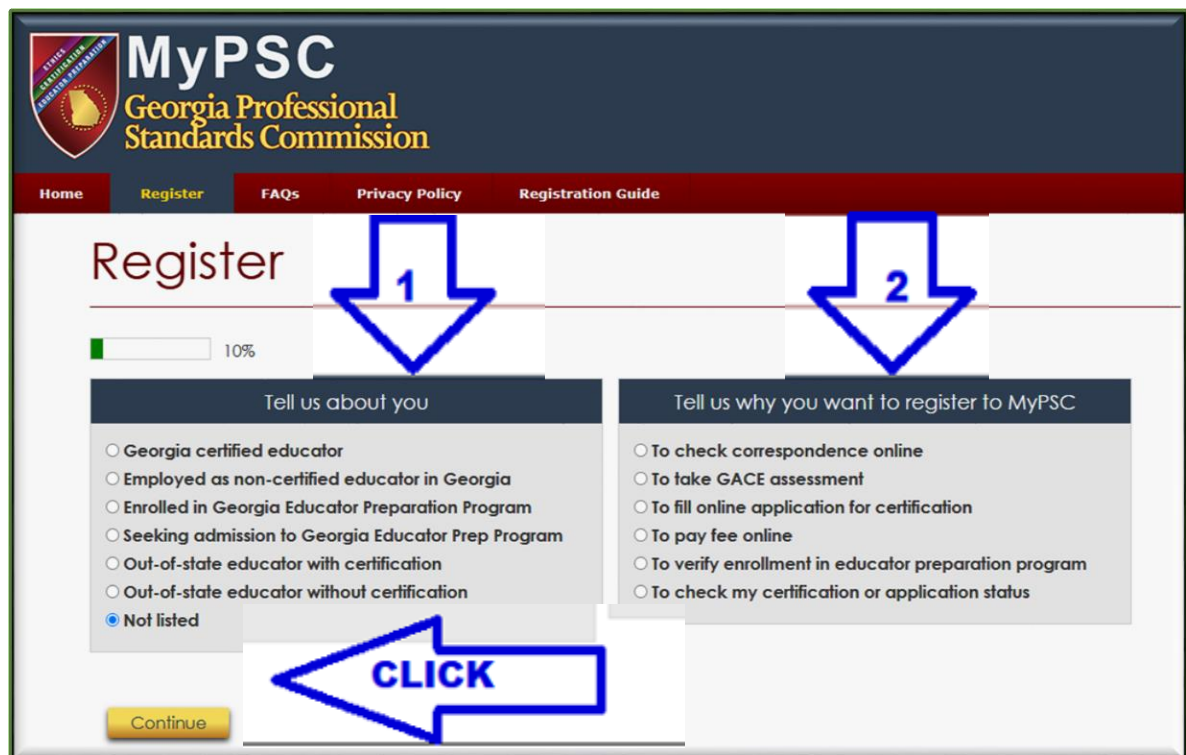


## MyPSC Registration Guide

1. On the [MyPSC home page](#), click the **Register** tab or go directly to the [MyPSC Registration page](#).



2. Click on the most appropriate selection in the first box (*Tell us about you*) and a second box (*Tell us why you want to register to MyPSC*) automatically opens.



3. Again, click the appropriate selection, then click the **Continue** button.

Note that you must **click** on the submit button.  
Use of the enter key is not recognized by this site.

4. Enter your identifying information on the next screen.  
It is critical that the information be accurate and matches the information on your government issued identification.

**SSN:**

Enter your Social Security Number as it appears on your Social Security Card, without the dashes.

**Birth Date:**

Enter your birth date in MM/DD/YYYY format.

**First and Last names (required), Middle Name:**

Enter your true full legal name as it appears on an acceptable secure and verifiable document such as a Georgia driver's license.

A full list of acceptable secure and verifiable documents, published by the Georgia Office of the Attorney General, is available online at [Secure and Verifiable Documents Under O.C.G.A. § 50-36-2](#).

Click **Continue**

The screenshot shows a web form titled "Register". At the top left, there is a progress indicator showing a green bar at 20%. Below this, there are five input fields, each with a label and a placeholder: "\*SSN:" with "(nnnnnnnn)", "\*Birth date:" with "(MM/DD/YYYY)", "\*First Name:", "\*Last Name:", and "Middle Name:". A legend below the fields indicates that an asterisk (\*) denotes a required field. A yellow "Continue" button is positioned below the legend. Below the form fields, there are three paragraphs of instructional text: the first explains the SSN format and provides a link to "MyPSC Assistance"; the second explains the name format and provides a link to "Secure and Verifiable Documents Under O.C.G.A. § 50-36-2"; the third provides contact information for MyPSC accounts, including a link to "Contact Certification" and a phone number (800) 869-7775.

5. The next screen is for your contact and security information.

### Email Addresses:

The GaPSC must reset your account if your email changes. To avoid this, enter a *personal email address* that is unlikely to change as your primary email, and confirm it by re-entering the address.

It is recommended, though not required, that you enter and confirm a secondary email address.

The screenshot shows the 'Register' page with a progress bar at 40%. It includes a 'Help' link and a warning message: 'Please use a personal email(s) that is unlikely to change. The GaPSC must reset your account if your email changes in the future. See the help section for more information.' The form contains fields for 'Primary email', 'Confirm primary email', 'Secondary email', and 'Confirm secondary email'. Below these are 'Answer Security Questions' with three dropdown menus for questions and text boxes for answers. A 'Submit' button is at the bottom. A footer note states: 'Security Questions are used to verify your identity (for example, if you forget your password and need to reset it). Please select and answer three separate security questions. Choose questions and answers that you can easily remember. Answers are not case sensitive. An answer for each security question, 1, 2 and 3, is required. Special characters are not allowed in the security answer fields. Only alphanumeric characters, space, hyphen, comma, and apostrophe are allowed.'

### Security Questions:

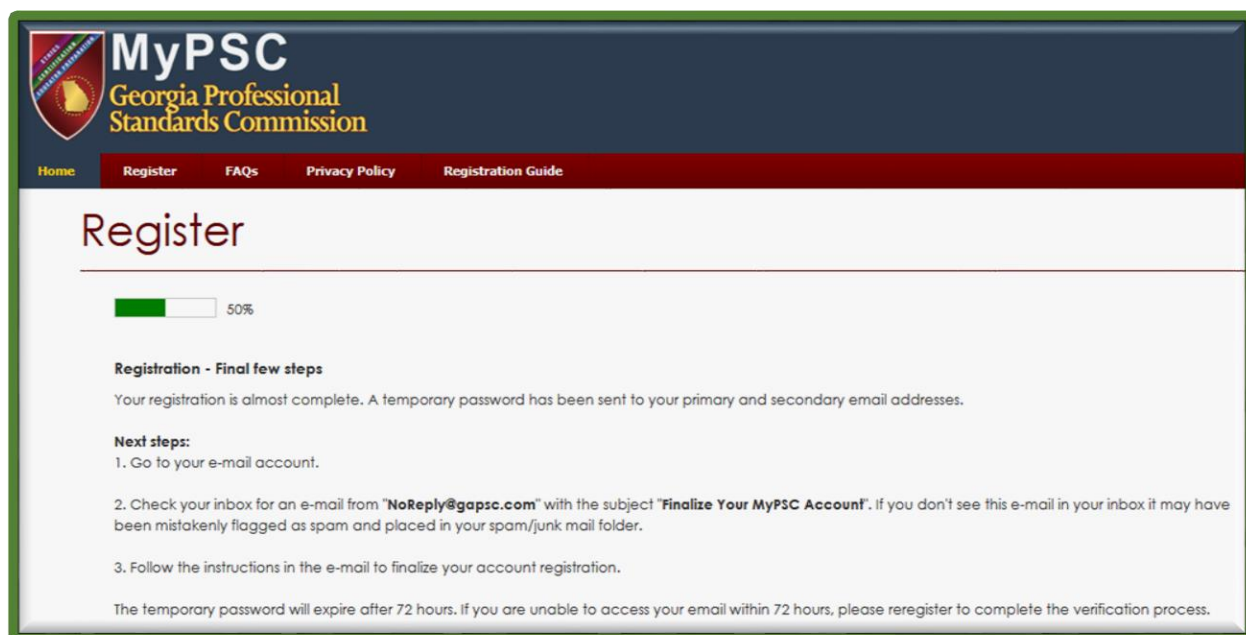
Security questions and answers are used to verify your identity. If you are locked out of your account or forget your password, and do not recall these questions and answers, your account will need to be reset.

For each of the three (3), select a question from the dropdown menu and enter your answer. All three (3) must be unique (i.e. you cannot use a question/answer more than once). Answers are not case-sensitive.

Click **Submit**

6. You will now see the screen below. A temporary password will have been emailed to your email address(es). Follow the steps on the screen to complete your registration.

Note that the [temporary password expires after 72 hours](#); after which you will need to begin the registration process over.



7. Questions or issues can be directed to the MyPSC staff by clicking the [MyPSC Assistance](#) link at the bottom of any webpage.