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.


   Click **Continue**
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.

![Register Form](image)

**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.