

Registration Process for Reviewer Registry

Existing users will need to **re-register** with Reviewer Registry using the email address associated with your Reviewer Registry account. ***This is the same address where you received this notice.*** This updated login process enhances security by verifying your identity before granting access to the application.

Note: All users of the previous Reviewer Registry **must re-register** in the New Reviewer Registry before you can log in. You will not need to enter all your data again; your profile information will be transferred.

Important Notes

- You will need an Authenticator App (e.g., Microsoft Authenticator, Google Authenticator, LastPass, or similar) to register with the Reviewer Registry. ***Please make sure you have an authenticator app installed on your mobile device before proceeding.***
- **Forgot Password** will not work until you have re-registered your account. You are registering your Reviewer Registry associated email with a new password.

New or Existing Reviewer Registry User

Step 1: Visit the Reviewer Registry Website

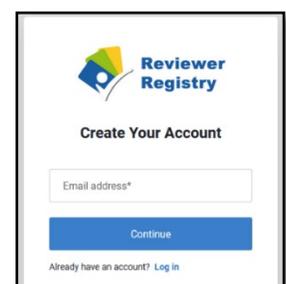
1. Visit www.ReviewerRegistry.net
2. Click the **Login button** in the top right corner.
3. Click the **Register** link on the page.



The screenshot shows the top navigation bar of the Reviewer Registry website. The 'Login' button is circled in red. Below it, a modal window titled 'LOGIN' is displayed, featuring an 'Email address*' input field, a 'Continue' button, and a 'REGISTER' link circled in red at the bottom.

Step 2: Enter Your Email

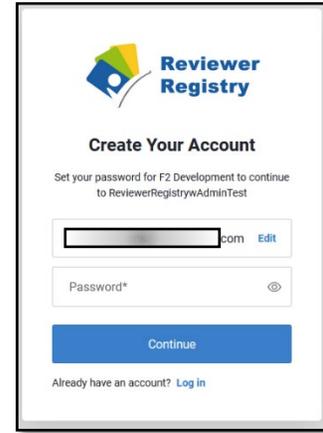
1. **Current user:** Enter the email address associated with your Reviewer Registry account.
2. **New user:** Enter an email address you want to associate with your account.
3. Click the **Continue button**.



The screenshot shows the 'Create Your Account' form on the Reviewer Registry website. It includes an 'Email address*' input field, a 'Continue' button, and a link for 'Already have an account? Log in' at the bottom.

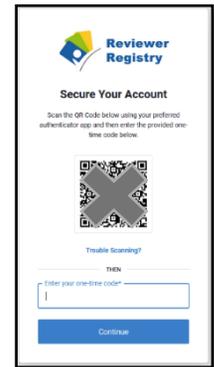
Step 3: Set Up Your Password

- Enter a password that meets the following requirements:
 - At least 8 characters
 - Includes at least 3 of the following:
 - Lowercase letters (a-z)
 - Uppercase letters (A-Z)
 - Numbers (0-9)
 - Special characters (e.g., !@#\$%^&*)
- Click the **Continue** button.



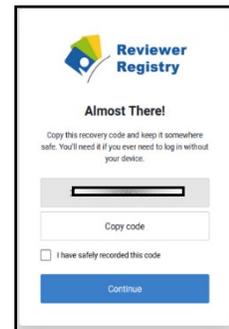
Step 4: Set Up Two-Factor Authentication

1. Open your preferred authenticator app (e.g., Microsoft Authenticator, Google Authenticator, LastPass).
2. Add an account to scan the QR code displayed on the website.
3. Enter the one-time code generated by your authenticator app in the designated field.
4. Click the **Continue** button.



Step 5: Save Your Recovery Code

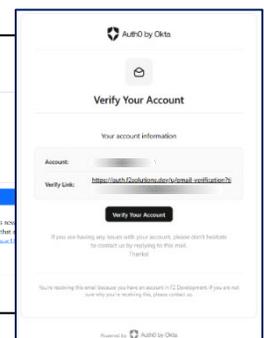
1. **Copy the recovery code** displayed on the screen.
2. Save it in a secure location (e.g., a password manager or encrypted file).
3. Select the option "I have safely recorded this code."
4. Click the **Continue** button to complete the process.



Step 6: Finalize Your Account

EXISTING REVIEWER REGISTRY USER:

1. You are now logged in to Reviewer Registry successfully.
2. You will receive an email to verify your email. Click the **“Verify Your Account”** button.



NEW REVIEWER REGISTRY USER

1. Choose two security questions and provide your answers.
2. Read through the Terms of Use by clicking on the hyperlink.
3. Select the checkbox "I Agree to the Terms of Use".
4. Click the **Register** button.
5. Finish your profile by completing all items marked with an **X**.

Reviewer Registry

Create a new account

Email: [input field]@outlook.com

Security Question 1:
-Select-
Answer: [input field]

Security Question 2:
-Select-
Answer: [input field]

I Agree to the [Terms of Use](#)

Register

My Home

Welcome to Reviewer Registry!

Task Status Tracker	
Profile	X
Expertise Codes	X
Experience	X
Bio and Resume	X
Sessions	✓

Please complete [Personal Info](#)
Please complete [Expertise Codes](#)
Please complete [Experience](#)
Please complete [Bio and Resume](#)

You're now ready to use the Reviewer Registry!