Once you log in – How to create your profile

Create Profile

Organization Name: **Company Name** CT REG: **TID**

The Organization Name and CT REG is shown here.

If you need additional assistance, please select ⓘ.

The UserID and the Password you create will be used whenever you log into the TSC. Write them down and keep in a safe place.

Contact Information

Contact Name:

Contact Name - Enter your name using the format First Name space Last Name

User ID:

The User ID is generated by the user. The User ID may contain letters, numbers, and/or some symbols. Once created, it cannot be changed. Your User ID will be required for all future filings. DRS recommends using a User ID that you will remember, such as the user's last name and first initial. Example: smithj

User ID – will be used every time you log Into the system.

Your USER ID should be something common and familiar to you.

Email:

E-mail – Enter your email address – Field is Required

Daytime Telephone:

ext:

Example: 1234567890

Telephone – Enter your 10 digit contact number. NO DASHES OR SPACES.

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How to create your profile – Cont.

Web Password

You must create a password that is case sensitive and six through ten characters long and contains at least two (2) of the following three (3) character types: letters; numbers; special characters.

Web Password:
[   ]

Web Password – **Create a 6-10 character password consisting of numbers and letters.**

Confirm Web Password:
[   ]

Retype the web password to confirm the entry

Telephone Password

A telephone password is only required if you intend to use telephone interactive voice response system (IVR).

Telephone Password:
[   ]

Telephone Password – **You have the option to create a 5-8 digit numerical password for filing over the phone. This step is NOT REQUIRED.**

Confirm Telephone Password:
[   ]

Telephone passwords must be between 5 - 8 digits long.

Password Hints –In the event you forget your password you will be given the option to answer these password hint questions.

Password Hints
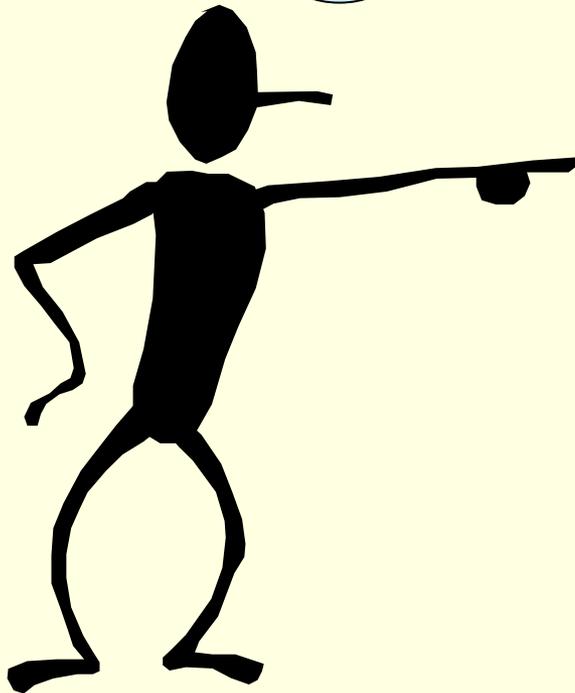
Provide the answers to 2 questions of your choosing below. If you forget your password, you can gain access to the TSC by providing the answers to these questions.

Question 1:
[Please select...   ▼]

Select Question 1 from the list

Answer 1:
[   ]

Enter the answer to Question 1

Question 2:
[Please select...   ▼]

Select Question 2 from the list

Answer 2:
[   ]

Enter the answer to Question 2

This was so simple! Now I just need to make sure I remember my user ID and password.

next

Click the next button to save your entries and be brought to the TSC Main Menu.

Oops – Where is the Main Menu?

If you have clicked **NEXT** and have not been brought to the TSC Main Menu, please do not throw your computer!

Instead, scroll to the top of the web page to see the error message in the red box. Correct the field indicated and click on **NEXT** again.

Wahoo! Crisis averted.