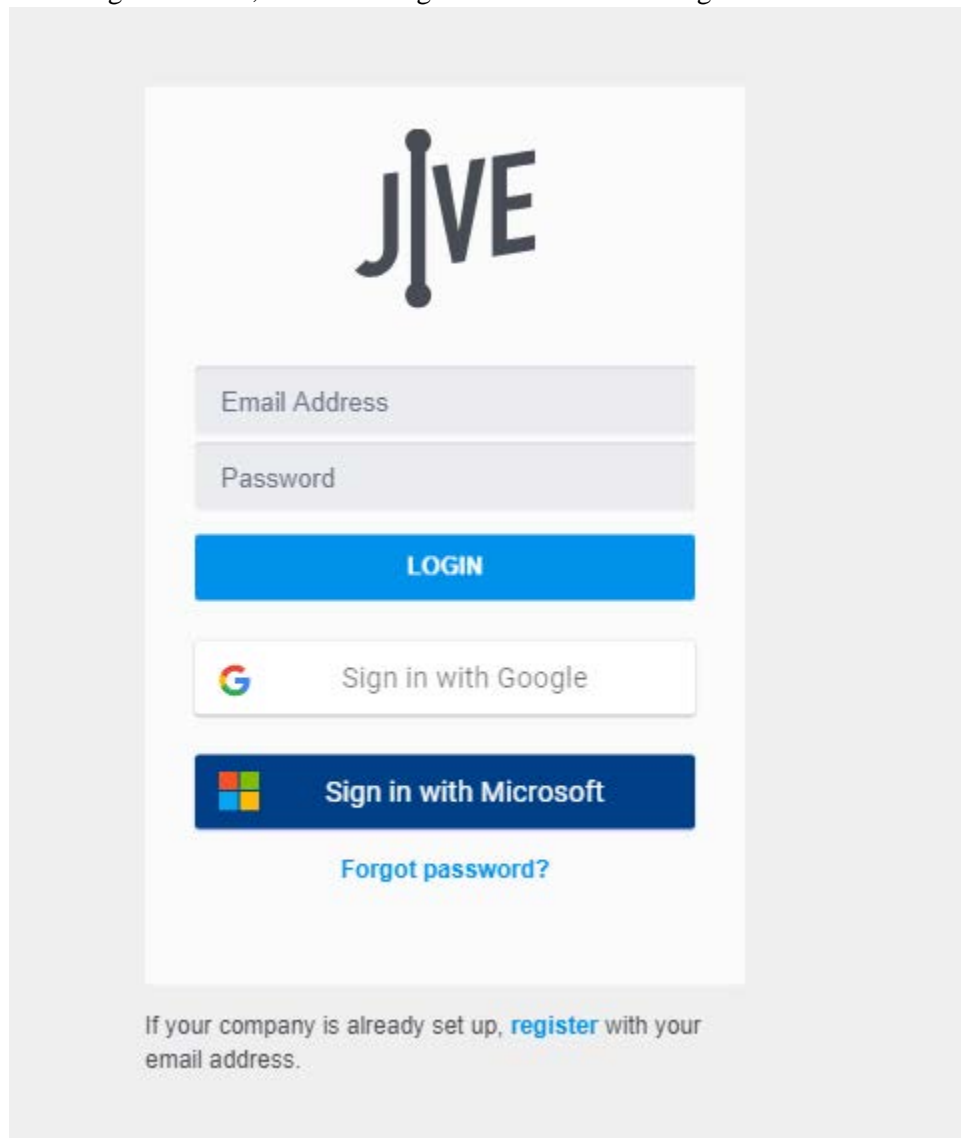


Instructions for setting up a Jive account

- 1) Open Google chrome
 - If you do not have Google Chrome, the download link for the application can be found here at: <https://www.google.com/chrome/>
 - Google Chrome is required in order for the website to run properly
- 2) Go to <https://my.jive.com/>
 - At the sign-in screen, select the Register link below the Login



The image shows a screenshot of the Jive login page. At the top center is the JIVE logo, which consists of the word "JIVE" in a bold, sans-serif font with a vertical line through the letter "I". Below the logo are two input fields: "Email Address" and "Password". Underneath these fields is a blue button labeled "LOGIN". Below the "LOGIN" button is a white button with the Google logo and the text "Sign in with Google". Below that is a dark blue button with the Microsoft logo and the text "Sign in with Microsoft". At the bottom of the login area is a blue link that says "Forgot password?". Below the login area, there is a line of text: "If your company is already set up, [register](#) with your email address."

- 3) Complete the user registration form using your SE email address

User Registration

First Name

Last Name

Email Address

Your email address will be used for logging in and retrieving lost passwords.

Password

Confirm Password

Must be 8-32 characters and include an upper-case, lower-case, numeric, and non-alpha-numeric character.

Date of Birth

Secret Question

Answer

Pick a question that only you know the answer to.

I have received, read, and agree to the Terms of Service given to me by my provider.

REGISTER

- 4) Once it completes, it will redirect you to a user verification screen and email you the verification code to be entered. The code can be found in your Southeastern email.