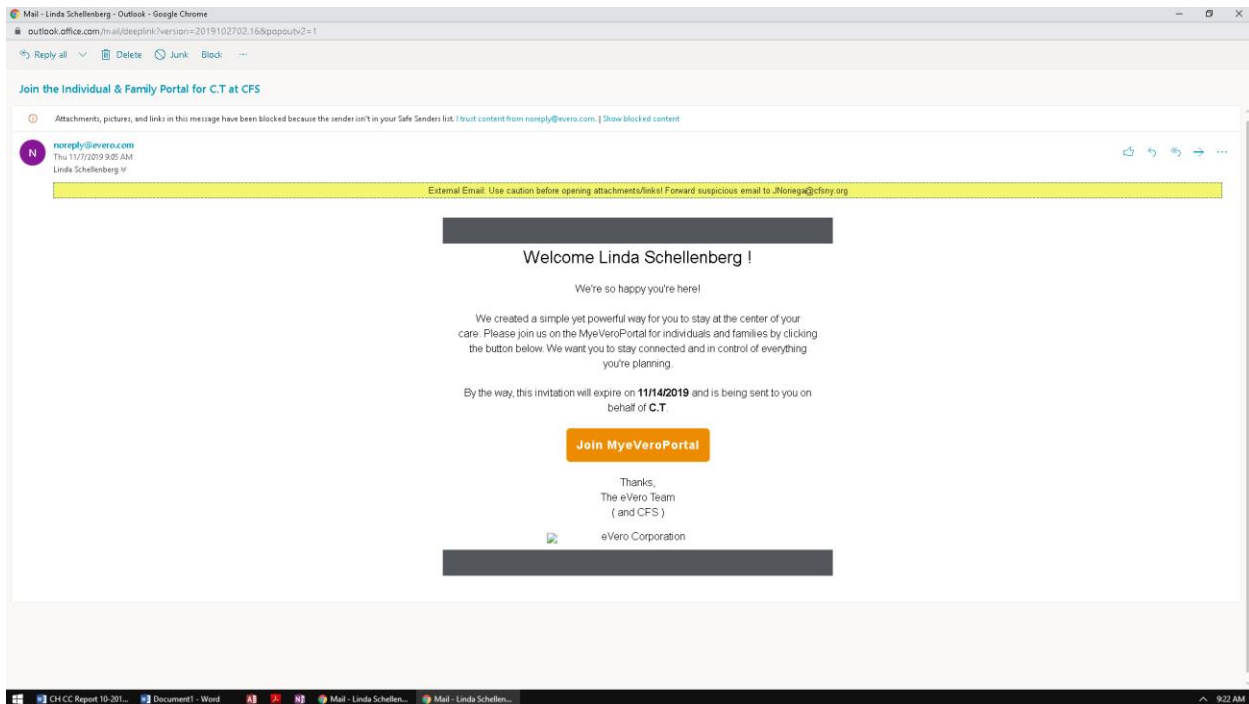


1) Once you let us know you would like access and your email address, phone number (for two step authentication) and correct spelling of your name – we will initiate an account set up. You will receive the email below from noreply@evero.com Email Jennipher at jsolis@cfsny.org to initiate account access.



2) To set up account you will need to create a user name and answer 3 different security questions and password. The system will let you know if there is an issue with answers to any of these before you can proceed. Once you submit, you will get the following email which indicates you were successful.

[illegible]