



TOS REGISTRATION AND LOGIN TIPSHEET


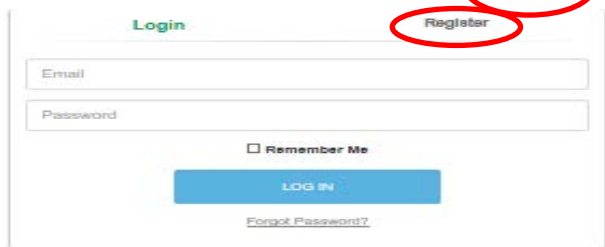
This form contains these subjects:

[First Time Users – Requesting a user account](#)

[Logging into your approved account](#)

[Forgotten password](#)

First time users – Requesting a user account

<ul style="list-style-type: none">➤ Navigate to the Login Page:<ul style="list-style-type: none">○ On the Spokane Tree of Sharing Website Homepage➤ Select: AGENCY GIFT WISHES➤ Select from the drop down: AGENCY GIFT REQUESTS	<p>http://treeofsharing.org/</p> 
<ul style="list-style-type: none">➤ Select Register	



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Complete the form:

- Select the dropdown for “Staff Agency” and select your agency
- Select the dropdown for “Staff Role”
 - If you are the primary contact person for your agency > select “2 - Agency Staff Contact”
 - All other users > select “1 – Agency Staff”
- Enter your First Name
- Enter your Last Name
- Enter your Username
 - Must be unique and have 5 characters
- Enter your Email Address
 - This will be your login name and primary email for TOS staff to communicate with you.
- Enter your Password
 - Any length, any characters are accepted
- Enter your Password again into Confirm Password
- Select Register Now

- You will receive an email from the Tree of Sharing that your registration request was accepted and pending review.
- The email subject is “Tree of Sharing Account (your name – your email address)”
- You will receive a second email confirming your account approval at the email address you entered. The ‘your account is approved’ email should be sent to you within 24 hours.

Please check your email or spam folder for an account registration message


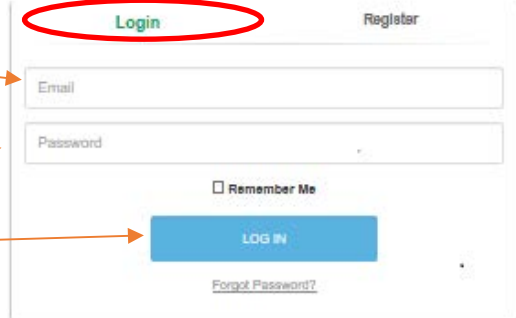
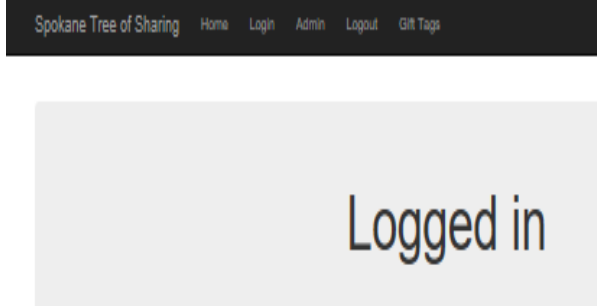
Home




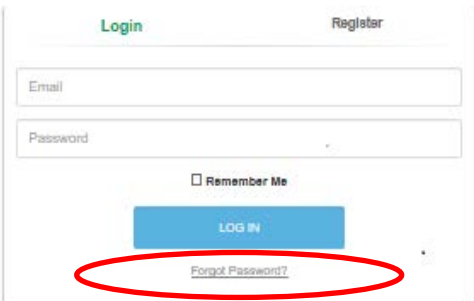
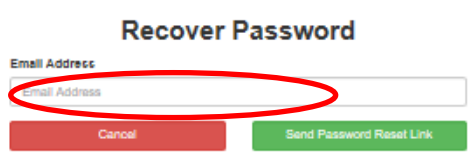
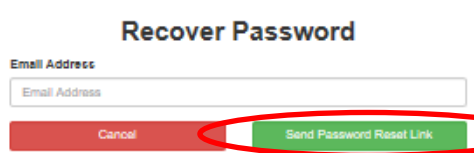
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<ul style="list-style-type: none"> ○ If you do not receive this email within 24 hours, please contact: mconnelltos@gmail.com ➤ To Login to your account see 'logging into your approved account' 	
<ul style="list-style-type: none"> ➤ If your account is not approved or if there is an issue with your information, you may be contacted by email at the email address you provided in your request. ➤ If you have any issues with completing your registration, please use the contact us link on the Tree of Sharing home page to request assistance and describe the issue you are experiencing. 	

Logging into your approved account

<ul style="list-style-type: none"> ➤ Navigate to the Login Page: <ul style="list-style-type: none"> ○ On the Spokane Tree of Sharing Website Homepage ➤ Select: AGENCY GIFT WISHES ➤ Select from the drop down: AGENCY REQUEST GIFTS 	<p>http://treeofsharing.org/</p> 
<ul style="list-style-type: none"> ➤ Select 'Login' (default) ➤ Enter the email address that you used to register ➤ Enter your password ➤ Select Login 	
<ul style="list-style-type: none"> ➤ You are now into the Gift Request section of the WebSite. See Gift Request Tip Sheet. ➤ If you have any issues logging in that you cannot resolve, please use the contact us link on the Tree of Sharing home page to request assistance and describe the issue you are experiencing. 	

Forgotten Password

<ul style="list-style-type: none"> ➤ Navigate to the Login Page: <ul style="list-style-type: none"> ○ On the Spokane Tree of Sharing Website Homepage ➤ Select: AGENCY GIFT WISHES ➤ Select from the drop down: AGENCY REQUEST GIFTS 	<p>http://treeofsharing.org/</p> 
<ul style="list-style-type: none"> ➤ Select 'I forgot my password' 	
<ul style="list-style-type: none"> ➤ Enter your email address. This must be the same email address you used to create your account. 	
<ul style="list-style-type: none"> ➤ Select "Send Password Reset Link" 	
<ul style="list-style-type: none"> ➤ If your email address does not work, please use the contact us link on the Tree of Sharing home page to request assistance and describe the issue you are experiencing. 	