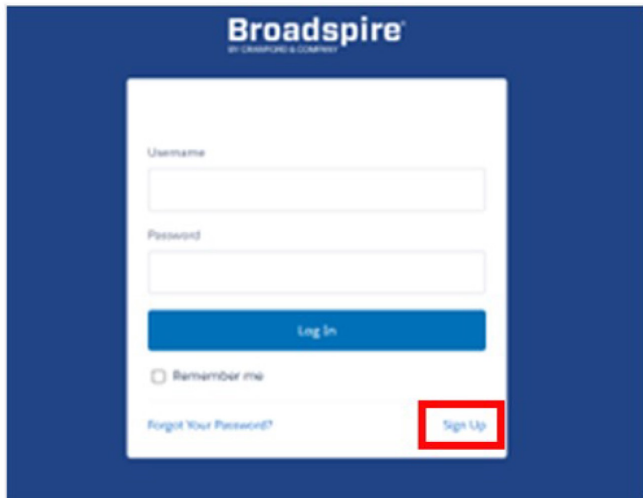


How to Activate Your Portal

Register at <https://leavetech.my.site.com/connect> using the email address that you provided when initiating your claim.

If you receive an error message when trying to register send an email to broadspireportalsupport@choosebroadspire.com with an image of the error message.

The image shows the Broadspire login interface. It has a blue header with the Broadspire logo. Below the header is a white box containing a login form. The form has fields for 'Username' and 'Password', a 'Log In' button, a 'Remember me' checkbox, and a 'Forgot Your Password?' link. A red rectangle highlights the 'Sign Up' link in the bottom right corner of the white box.

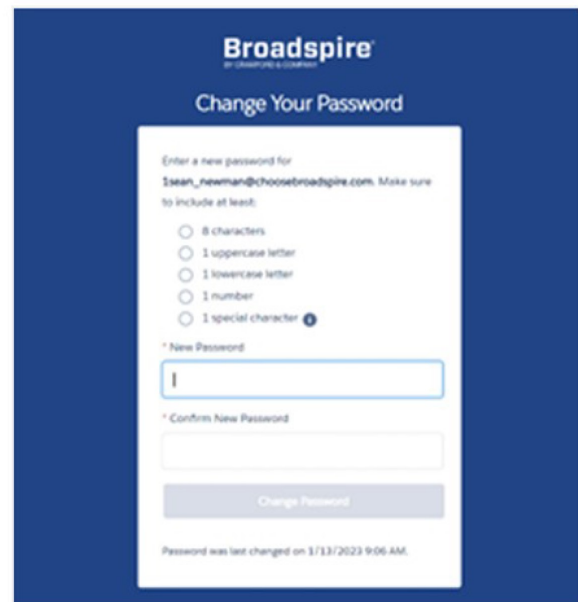
1 Once on the login screen click **Sign Up**

The image shows the Broadspire sign up interface. It has a blue header with the Broadspire logo. Below the header is a white box containing a sign up form. The form has a 'Email address' field, a 'Sign Up' button, and some instructional text. A blue arrow points from the 'Sign Up' button to the 'Email address' field.

2 Enter your email address and click **Sign Up**



3 Click the link in the email you received

The image shows the Broadspire 'Change Your Password' screen. It has a blue header with the Broadspire logo. Below the header is a white box containing a form to enter a new password. The form has a 'New Password' field, a 'Confirm New Password' field, and a 'Change Password' button. There are also requirements listed for the password: 8 characters, 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character.

4 Enter in a password that meet the requirements listed on the screen.