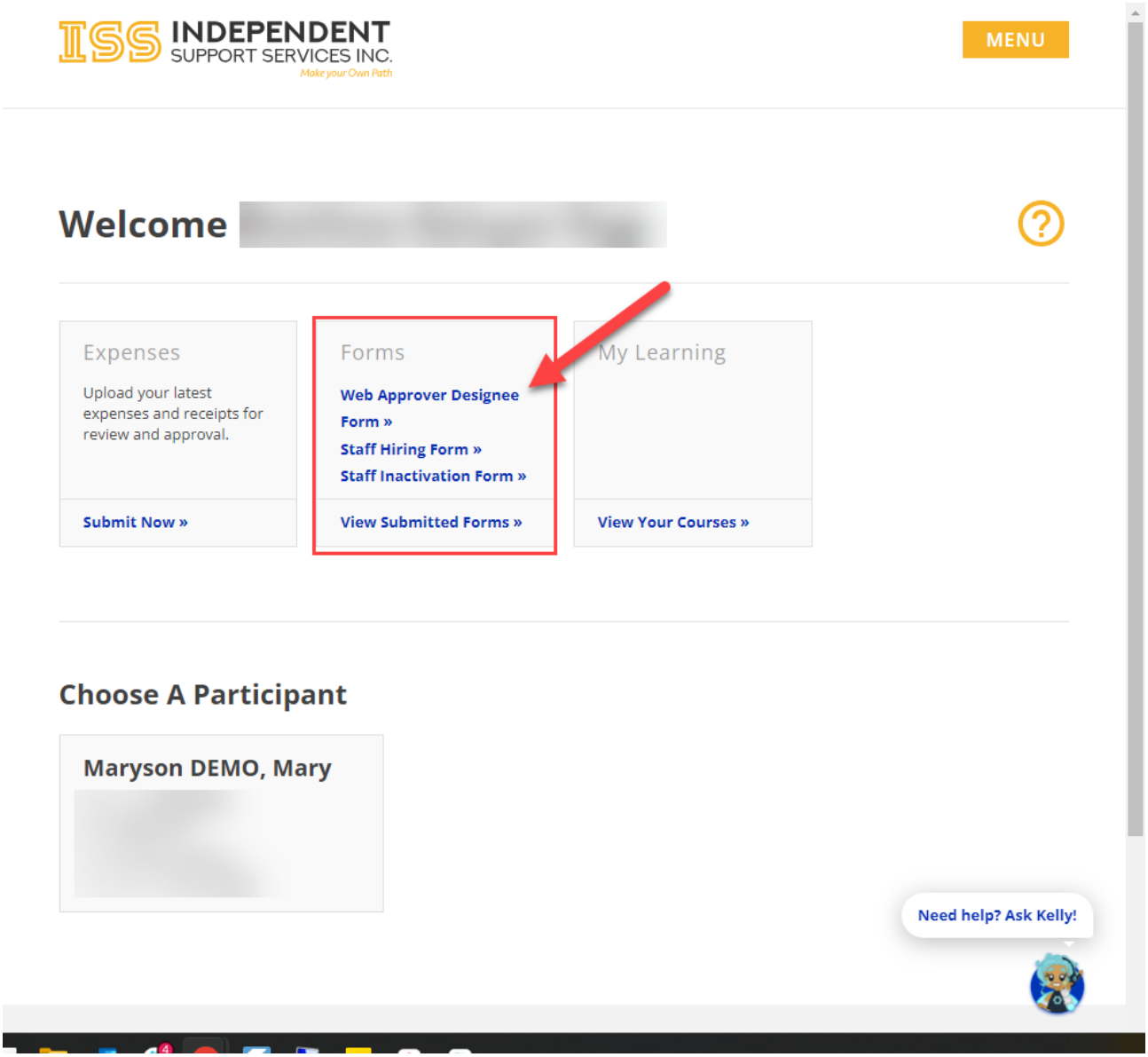
First Time Accessing Portal Forms

1. Opening a Portal Form for the first time

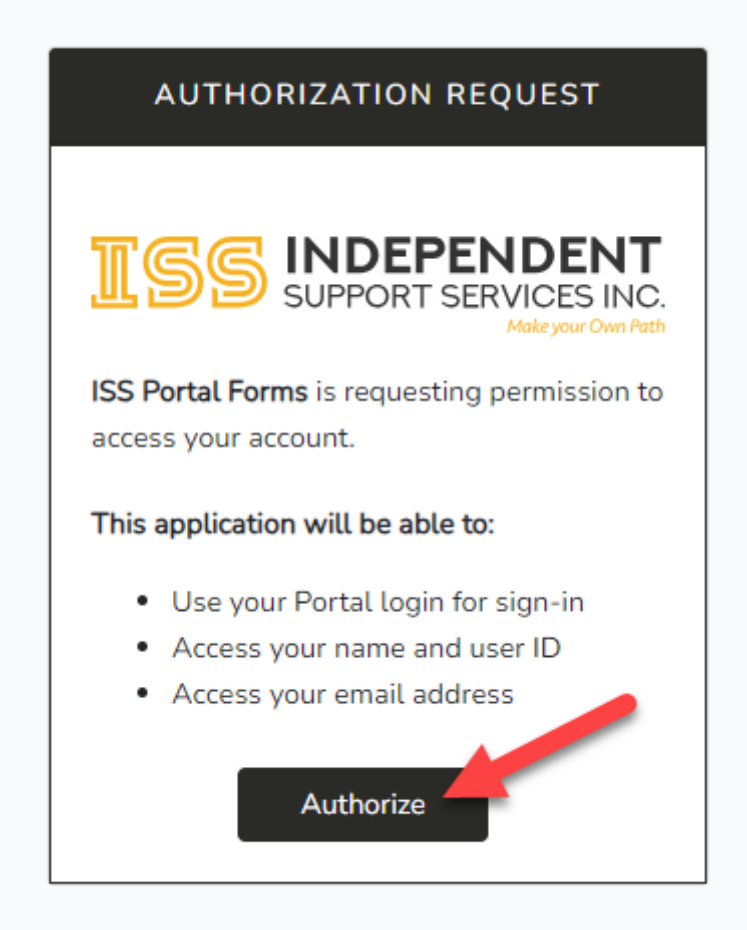
Login to your ISS Portal account. Once logged in and on your homepage, click on any form you'd like to complete and submit.



2. Opening a form and authorizing

A new webpage window will popup. Since it is your first time opening a Portal Form, it will ask you for permission to access your account. To proceed, click "Authorize"

> Authorizing allows the Portal to use your information to help verify and complete documentation using your Name, User ID, and Email Address already in your account.



3. You are now viewing a Portal Form

Once authorized, the web form you clicked on will load and you'll be able to complete and submit it. You will now be able to click on any form on your homepage and have the ability to complete and submit



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