



Registration Process - Online

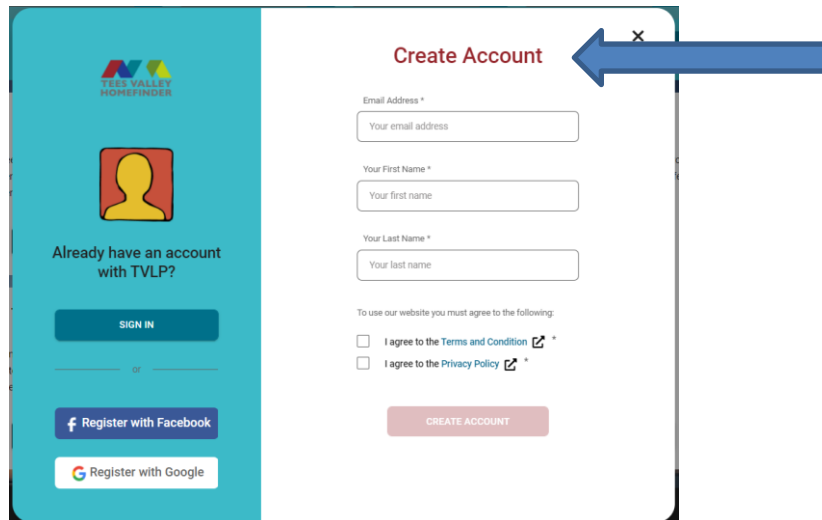
This document provides guidance for registering a new account via the Tees Valley Home Finder site.

If you do not have an email address, please contact one of the Partners and we will discuss your options with you.

If you have an email address

Go to the website <http://teesvalleyhomefinder.org/> and select the Create TVHF Account.

Select the sign in/register option, this will bring up a sign in/create account option;



Enter the following information;

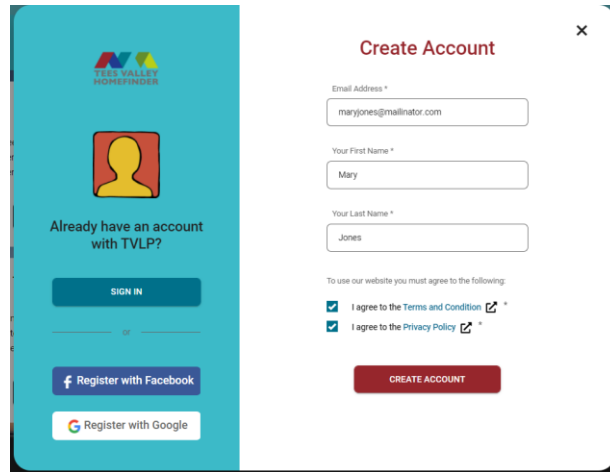
- Your Email address
- Your First Name
- Your Last Name

You then need to agree to our Terms & Conditions and Privacy Policy before the 'Create Account' button will activate.

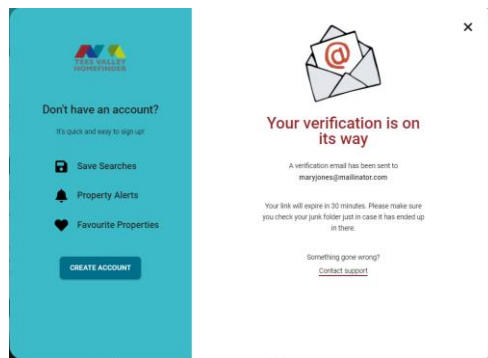
Version No	Revision Date	Reason for Revision
1.1	October 2022	Change in Process



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When 'Create Account' is clicked, a notification will appear on the screen to let you know that a verification email is on its way to you.



You will need to log into your email account. There will be an email waiting in your inbox from tvlp-support which will contain a link that you then need to either follow or copy and paste into your browser.

If you can't see the email, try checking your 'Junk' or 'Spam' folder as it might be hiding in there.

From	Subject	Received
<input type="checkbox"/> tvlp-support@saadian.com	Tees Valley Home Finder – Confirm your email address	5 min

Hi There,

Thanks for registering with Tees Valley Home Finder, your account set up is almost complete, we just need you to click on the link below which will take you to a screen to create a new password. You need to do this in the next 30 minutes or the link will expire.

[Verify my email](#)

If you were not expecting this email, DO NOT click the link and please get in touch immediately on (content tbd) to discuss this

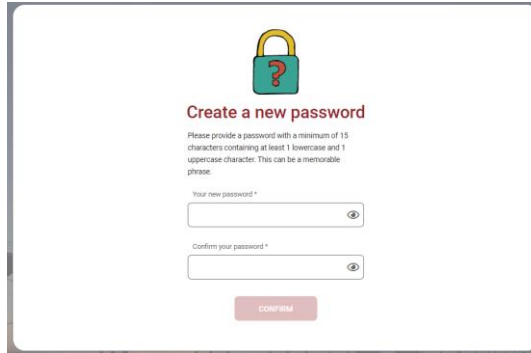
Thanks
The Tees Valley Home Finder Team

Once the link is copied or followed, you will see a screen to set a password.

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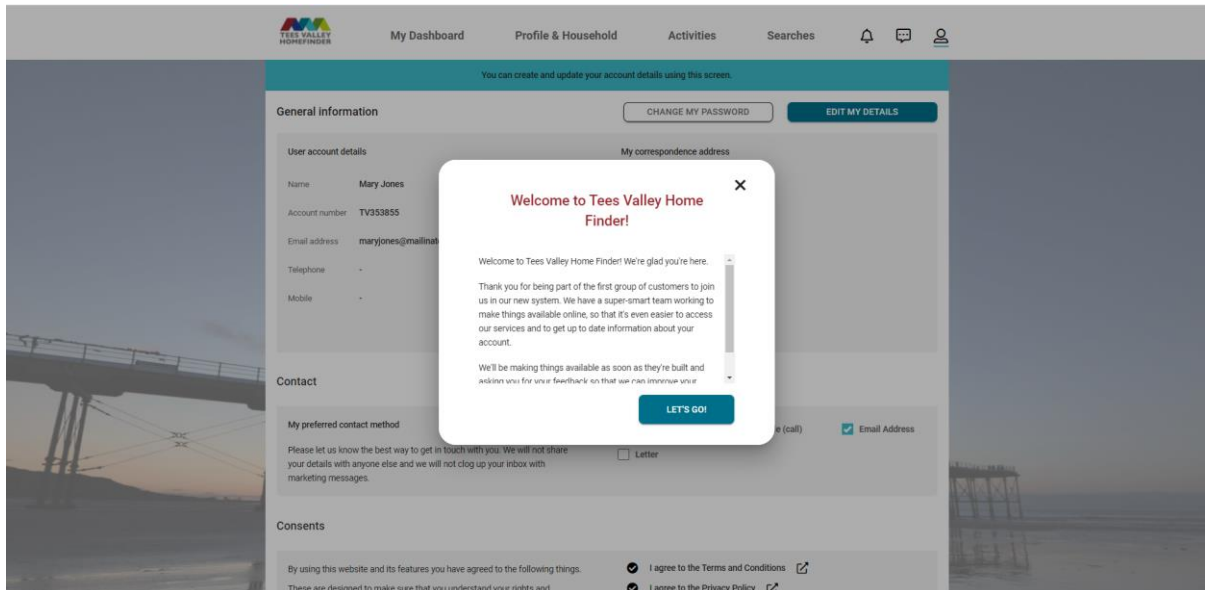
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You need to create a password that is a minimum of 15 characters and contains least 1 uppercase and lowercase letter, a phrase is suggested for this.

When you have created and confirmed your password, the 'Confirm' button will become Active.

When you click the 'Confirm' button, you will see a screen overlaid with a welcome message as displayed below;



You're all set up! You can now log into the site, but we will need some more details about you before you can apply for a property or be placed into a 'Band'.

What's Next?

Version No	Revision Date	Reason for Revision
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You need to complete your 'Core Profile'. We have added a help guide on completing your core profile to our Help page on the website.

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