

## Activate your account from an email

To activate your account from an email, please follow the steps below within 7 days of receipt of this email. If your account is not activated within this period, you will need to contact ATQ Customer Service again.

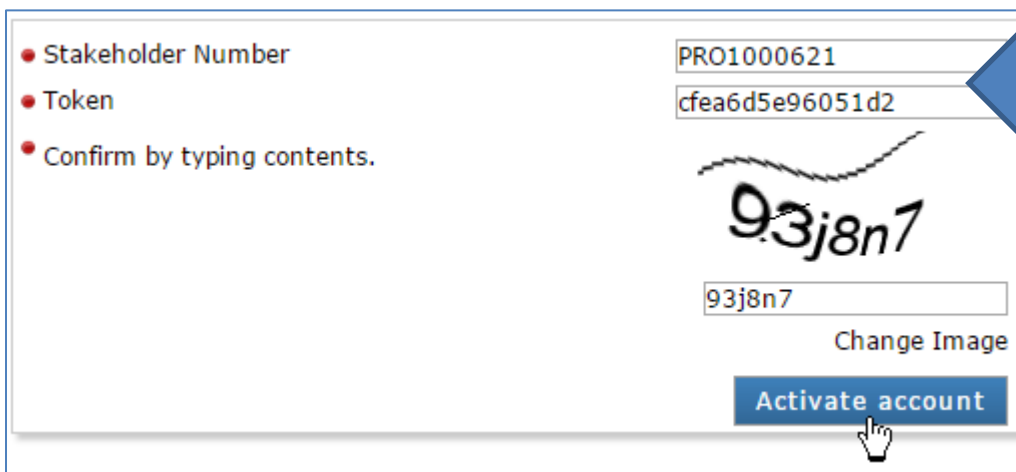
### INSTRUCTIONS FOR ACTIVATING YOUR ACCOUNT

#### Step 1 – Confirm your identity

1. Click the link sent by email.

1. Click the following link: [http://atq-agtwebstaging1/login/new-account/token/1f3258caab6faf7/stakeholder\\_number/PRO0000621](http://atq-agtwebstaging1/login/new-account/token/1f3258caab6faf7/stakeholder_number/PRO0000621).
2. Enter the security code and click **Activate Account**

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The screenshot shows a web form for account activation. On the left, there are three bullet points: 'Stakeholder Number', 'Token', and 'Confirm by typing contents.'. On the right, there are two input fields: the first contains 'PRO1000621' and the second contains 'cfea6d5e96051d2'. Below these is a CAPTCHA image showing the number '93j8n7'. Underneath the CAPTCHA is an input field containing '93j8n7' and a 'Change Image' link. At the bottom right is a blue button labeled 'Activate account' with a mouse cursor pointing to it.

This information will already be entered on the form

## Step 2 – Select your access codes

### 3. Fill in the form fields:

- **Username**: enter the username of your choice (can be a combination of **any letters and/or numbers** and a **maximum of 25 characters**).
- **First Name**: enter your first name.
- **Last Name**: enter your last name.
- **Email**: this information will already be entered.
- **New Password**: enter the password of your choice (must contain a **minimum of 8 characters** that must include at least **1 number** and at least **1 capital** and **1 small letter**).
- **Confirm New Password**: Confirm your password by typing the same characters a second time.
- **Contact Language**: select the language of your choice.

**Activate account**

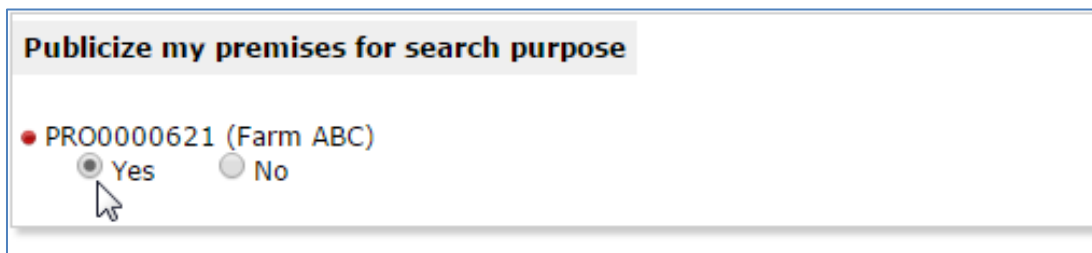
• Username	<input type="text"/>	Email	<input type="text" value="mikesmith@framabcca"/>
• First Name	<input type="text"/>	• New Password	<input type="password" value=""/> <input type="button" value="i"/>
• Last Name	<input type="text"/>	• Confirm New Password	<input type="password"/>
		• Contact Language	<input type="text" value="English"/>

Your username and name may appear on the form if this information was recorded by an ATQ Customer Service agent. Note that you can edit this information at any time.

### 4. Click **Save**

### **Step 3 – Confirm your consent to publicize your premises info for search purposes**

5. Click a consent option if you want to authorize (yes) or refuse (no) other users to access your premises information in the system's search engine\*. Note that an option must be selected.



The screenshot shows a web form titled "Publicize my premises for search purpose". Below the title, there is a red dot next to the text "PRO0000621 (Farm ABC)". Underneath this, there are two radio button options: "Yes" and "No". The "Yes" radio button is selected, and a mouse cursor is pointing at it.

6. Click **Save**

\* The search engine allows other SimpliTRACE users to find your premises information (address and ID number) in the system so it can easily be inputted on a declaration from.

**Following these steps, you will be able to use your online file to report events.**

Once your account is activated, you will be able to access SimpliTRACE at all times by entering your **Username** and **Password** at the following address: [www.simplitrace.atq.qc.ca](http://www.simplitrace.atq.qc.ca).