

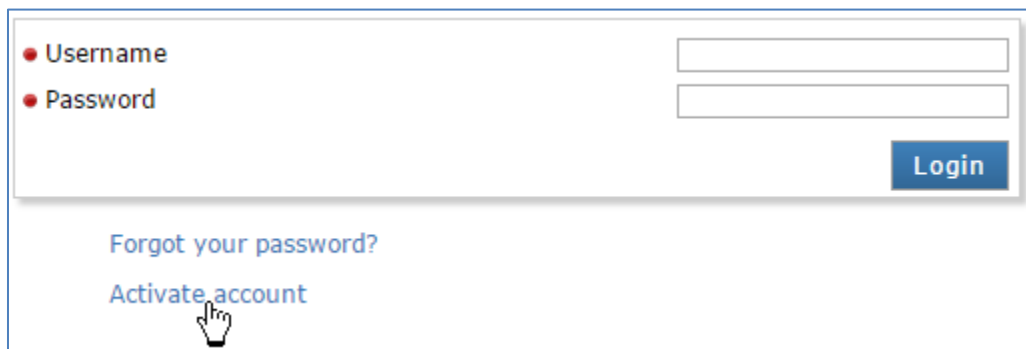
## Activate your account from the login page

To activate your account from the login page, please follow the steps below:

### INSTRUCTIONS FOR ACTIVATING YOUR ACCOUNT

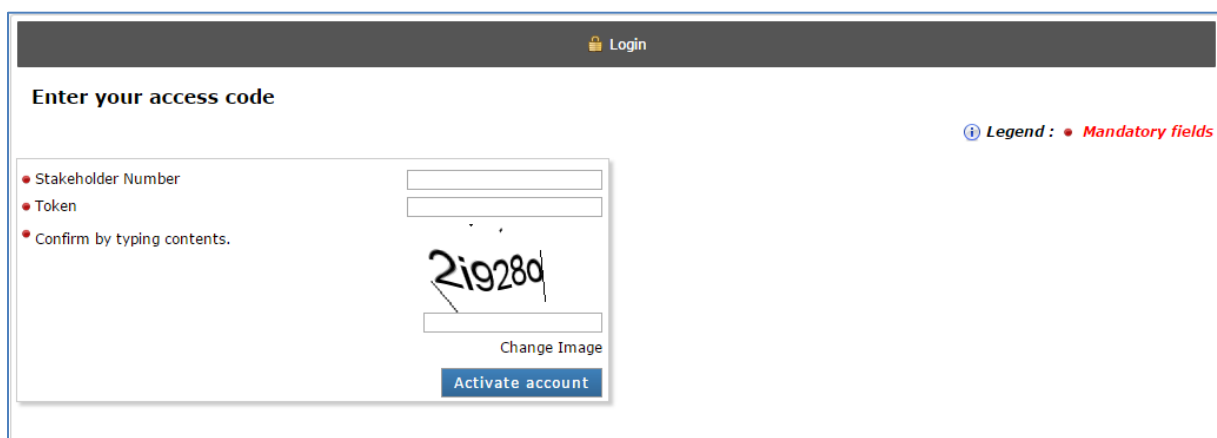
#### Step 1 – Access the SimpliTRACE login page

1. Click the **Activate account** link located on the SimpliTRACE login page.



A screenshot of the SimpliTRACE login page. It features two input fields: 'Username' and 'Password', both marked with a red dot indicating they are mandatory. A blue 'Login' button is positioned to the right of the password field. Below the input fields, there are two links: 'Forgot your password?' and 'Activate account'. A mouse cursor is pointing at the 'Activate account' link.

#### Step 2 – Confirm your identity



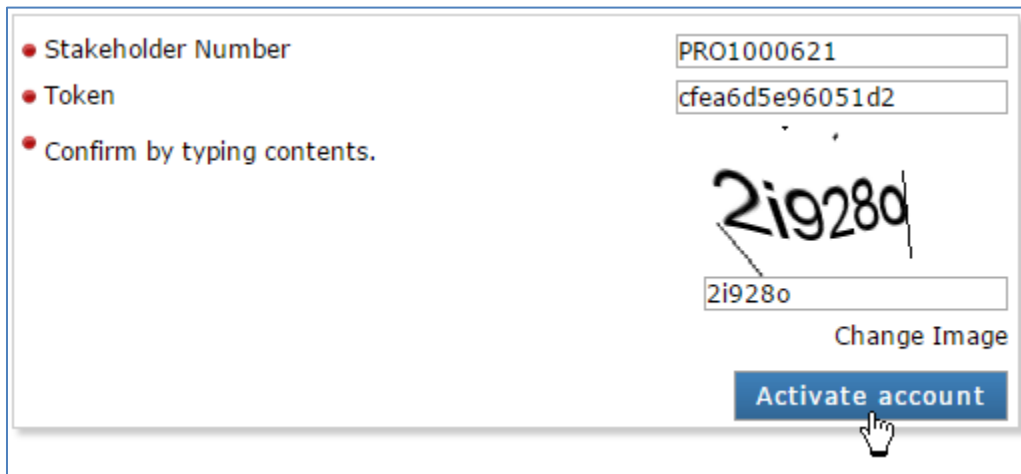
A screenshot of the SimpliTRACE account activation page. At the top, there is a dark grey header with a lock icon and the word 'Login'. Below the header, the text 'Enter your access code' is displayed. A legend on the right side indicates that red dots next to field names denote mandatory fields. The form contains three input fields: 'Stakeholder Number', 'Token', and 'Confirm by typing contents.'. The 'Confirm by typing contents.' field contains the handwritten number '219280'. Below the input fields, there is a 'Change Image' link and a blue 'Activate account' button.

**2.** Enter your **stakeholder number** and the **token\*** in the corresponding fields.

- **Stakeholder number:** enter your ATQ stakeholder number (this number contains a **3 letter prefix** and is composed of **7 digits**).
- **Token:** enter the alphanumeric code you have received.

\*The **token** is composed is composed of a series of alphanumeric characters. This code is generated when a request to register with SimpliTRACE is done by telephone through the ATQ Customer Service. This token is sent via email to the person who made the request.

Note that your account must be activated 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.



The screenshot shows a web form for account activation. It contains three input fields on the left: 'Stakeholder Number' with the value 'PRO1000621', 'Token' with the value 'cfea6d5e96051d2', and 'Confirm by typing contents.' with the value '2i928o'. Below the confirmation field is a 'Change Image' link and a blue 'Activate account' button with a mouse cursor pointing to it.

**3.** Enter the security code and click **Activate account**.

### **Step 3** – Select your access codes

#### **4.** 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**

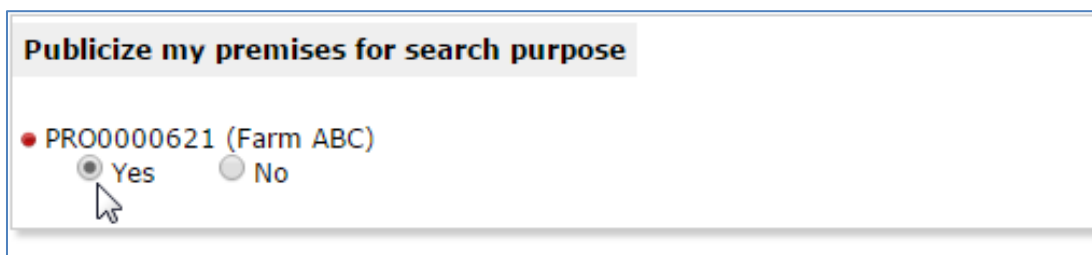
● Username	<input type="text"/>	Email	<input type="text" value="mikesmith@framabcca"/>
● First Name	<input type="text"/>	● New Password	<input type="password"/>
● Last Name	<input type="text"/>	● Confirm New Password	<input type="password"/>
		● Contact Language	<input type="text" value="English"/>

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.

#### **5.** Click **Save**

#### **Step 4 – Confirm your consent to publicize your premises info for search purposes**

6. 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.



Publicize my premises for search purpose

● PRO0000621 (Farm ABC)

Yes  No

7. 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).