HOW-TO: LOGIN

FOR: All Users

DESCRIPTION: The portal login process and basic navigation using the application tiles.

PREREQUISITES:

- The user must have a user account.
- The user must be assigned to an organization.
- The user’s organization must have at least one active Eligibility, Compliance, Annual, or Renewal application.

PROCESS:

1. On the FACT Accreditation Portal homepage, enter your email address and password.

2. As needed, select Show Password to confirm the password is entered correctly.

3. Select Remember Me, for the system to recall your email address.

   Note: The system will recall your email address until the next time you clear your browser cache.

4. Select Sign In.

   If this is your first time logging in, you are logging in from a different computer, or you have cleared your cache recently, the portal will prompt you to provide a one-time verification code. Do not close this window. The verification code is sent to your email.
5. Access your email and locate the verification code in the FACT Accreditation Portal Account Verification email.

6. Enter the verification code.

7. Select Submit to complete the verification process.