

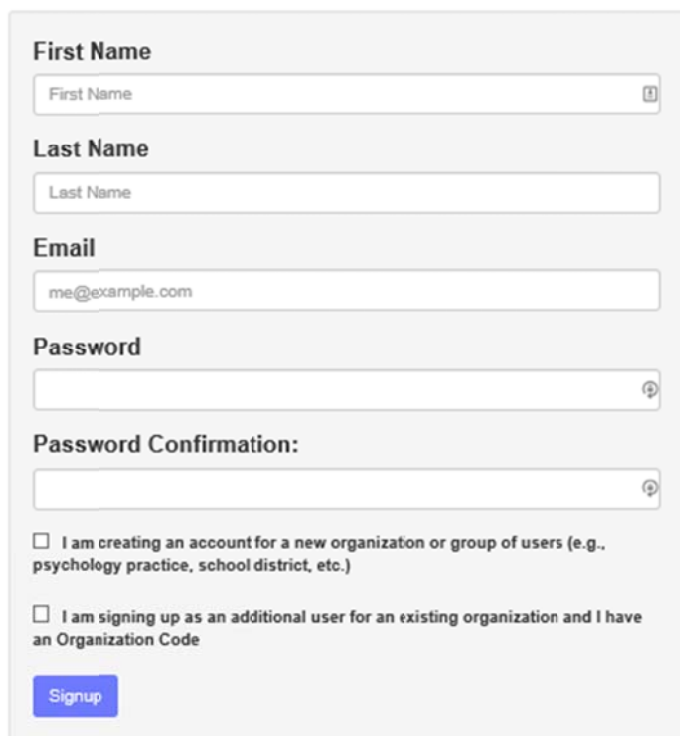
Registering For the InsightFill Website

Before can use any features on the InsightFill site you must first register as a user. Most users will be provided with a 30-day free trial of the site (unless you are a user that has been given access as part of an organization). To register go to the following link:

<http://reports2.insightfill.com/signup>

The registration page will appear:

Signup



The screenshot shows a web form titled "Signup" with the following fields and options:

- First Name:** A text input field with a placeholder "First Name" and a clear button (X).
- Last Name:** A text input field with a placeholder "Last Name".
- Email:** A text input field with a placeholder "me@example.com".
- Password:** A text input field with a placeholder and a clear button (X).
- Password Confirmation:** A text input field with a placeholder and a clear button (X).
- I am creating an account for a new organization or group of users (e.g., psychology practice, school district, etc.)
- I am signing up as an additional user for an existing organization and I have an Organization Code
- Signup:** A blue button.

You can also register by going to our marketing website (www.insightfill.com) and clicking on the Signup link that is near the top right corner of the Home page. It will bring you to the same page as shown above.

NOTE: The two checkboxes at the bottom are optional. Check the first checkbox if you are signing up as the first user for an organization (such as a school district or psychology practice). Check the second checkbox only if you have been given an organization code for an existing organization and you have been instructed to sign up using that code. It is OK to leave both checkboxes unchecked if neither of them apply to you.

On the Signup page, complete the requested fields on the page and click on the Signup button. You will then be directed to the Login page for the website where you will use the login and password that you have just created.

If you signed up as a new organization (and checked the first checkbox above), additional users for your organization should be created using the **Add User** button from the **Users** tab rather

than using the signup page. This will keep billing all users for the organization to a single account rather than billing each user separately. Please see the topic: **Creating Additional Users for Your Organization**.