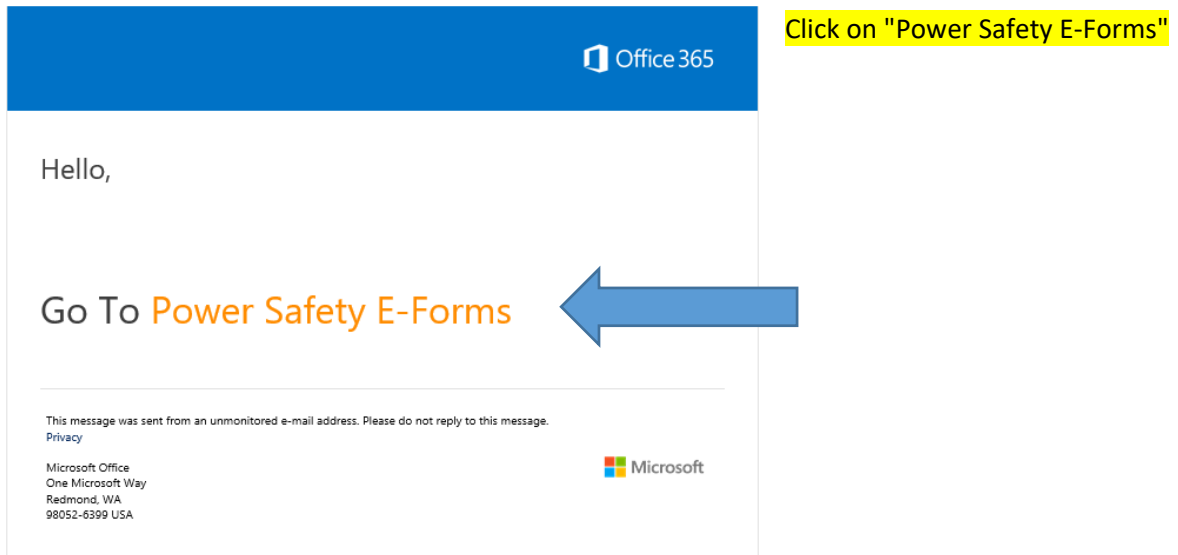
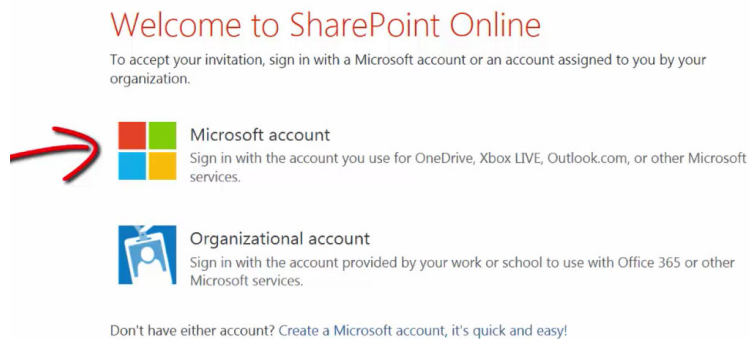


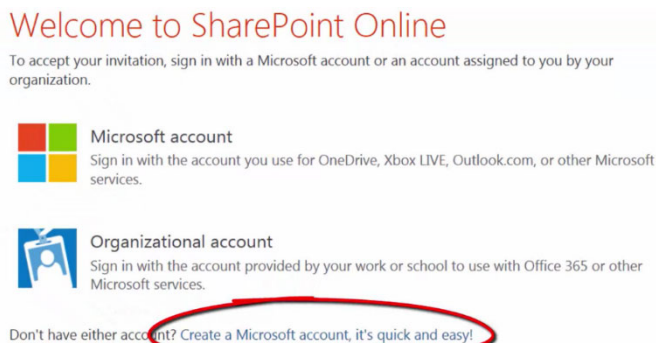
How to Create a Microsoft Account for SharePoint



1. If the individual has a Microsoft Account select "Microsoft Account" and Sign-in

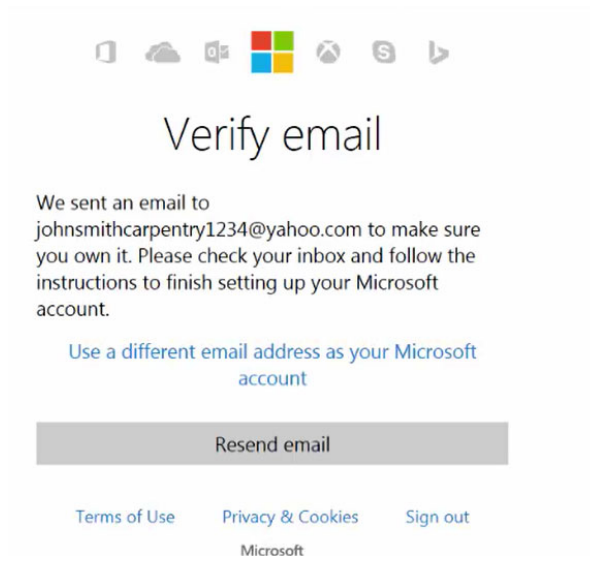


2. If the Individual **DOES NOT** have an Account select "Create a Microsoft Account" at the bottom of the screen

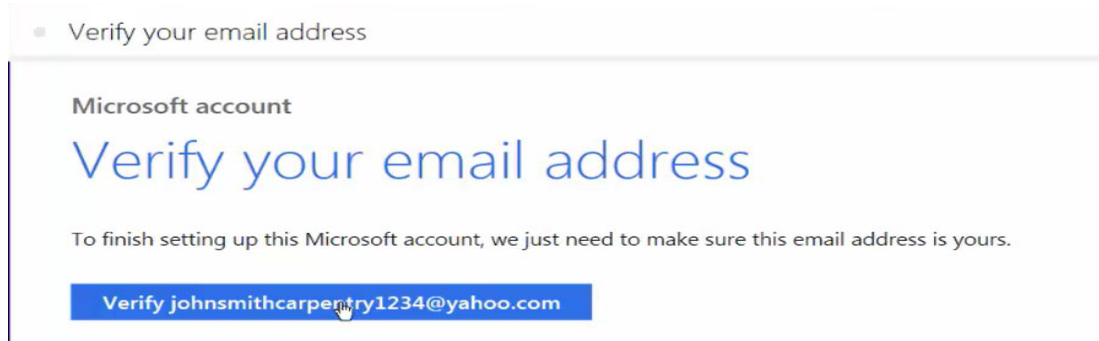




3. Fill in the required information
4. Use the email address that the subcontractor preferred for initial set-up
5. Create password (case sensitive)
6. Select "Next" at the bottom of the screen
7. After your account has been created the page will look like this



8. Go back to your email inbox to complete verification
9. Select the email titled "Verify your email address"
10. Select "Verify your email address" highlighted in blue

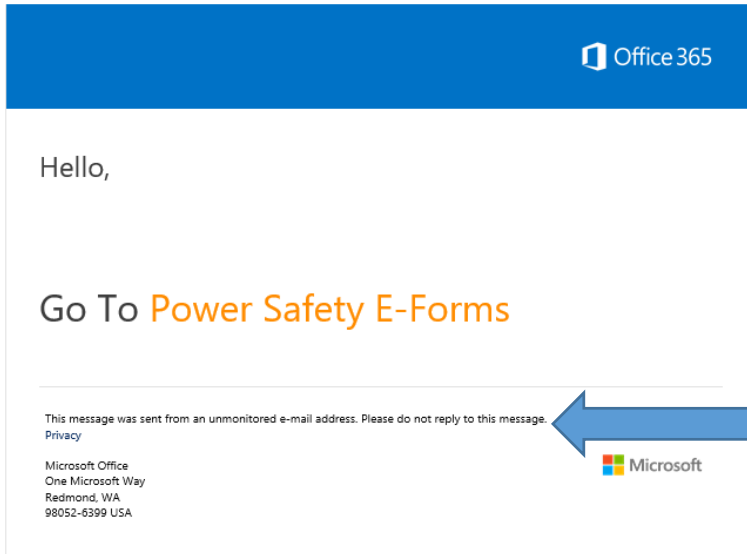


11. This screen will appear

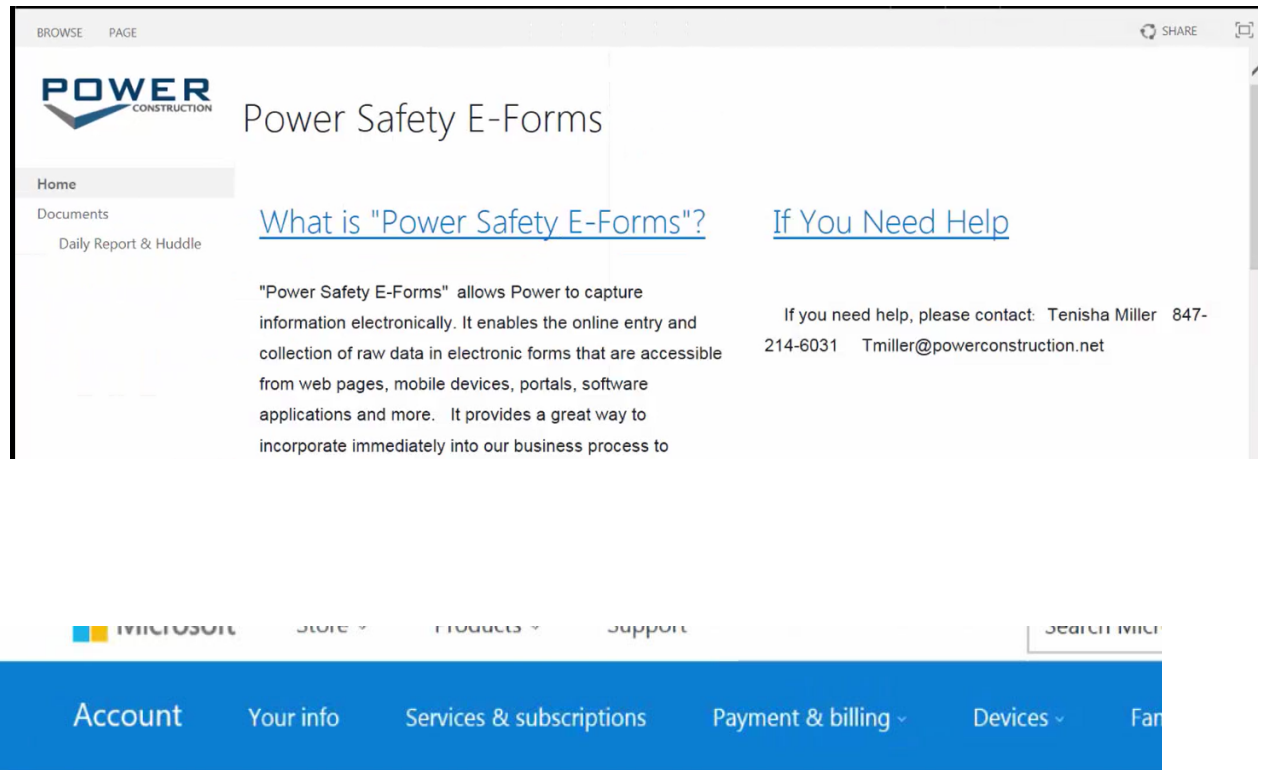


12. Return to your inbox and Select "Power Safety E-Forms" link- Save this link as a "favorite"/make

it appear on phone Home Screen.



13. You now have access to SharePoint



Ready to go!

Thanks for verifying johnsmithcarpentry1234@yahoo.com. You can now get back to what you were doing.