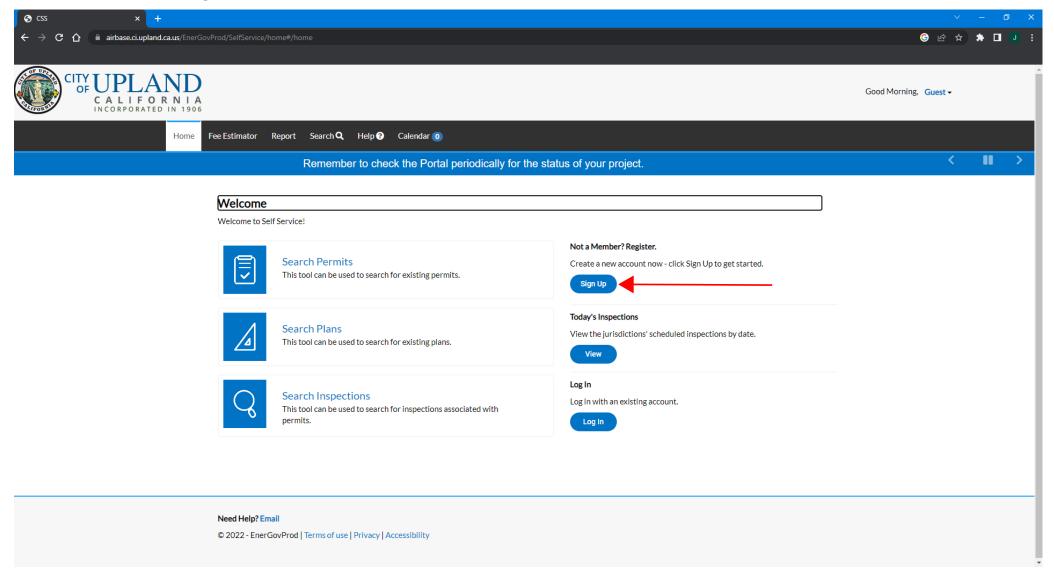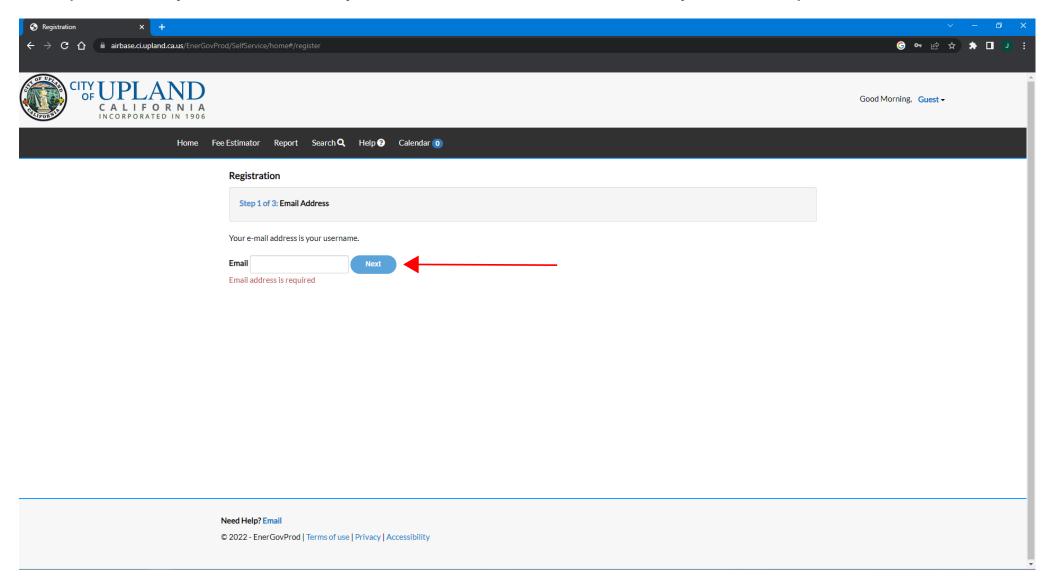# CSS Portal - Create an Account - Instructions

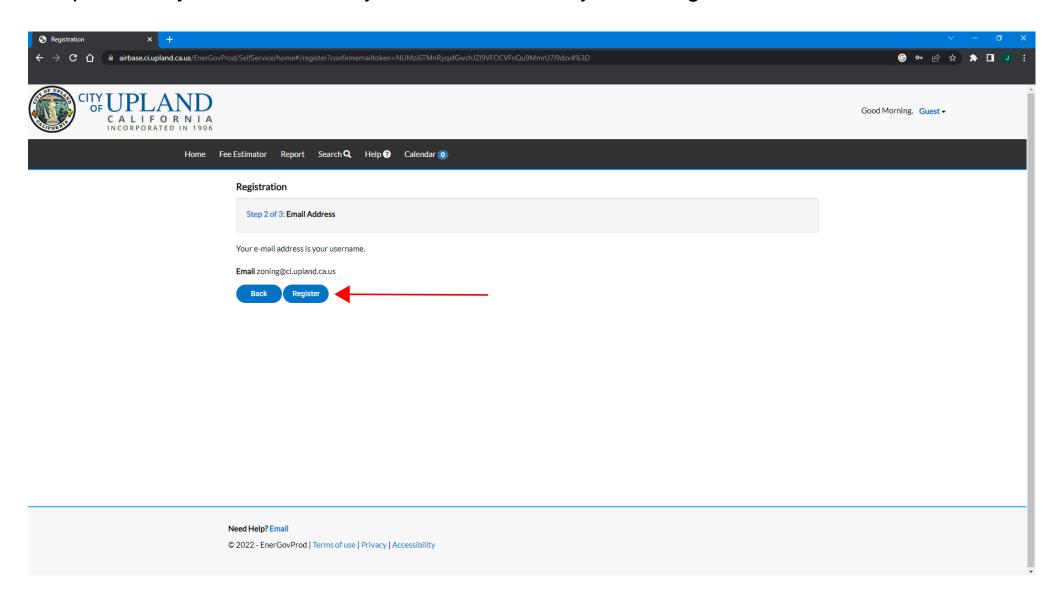Step 1: Open the CSS Portal
Step 2: Select Sign-up, as shown below.

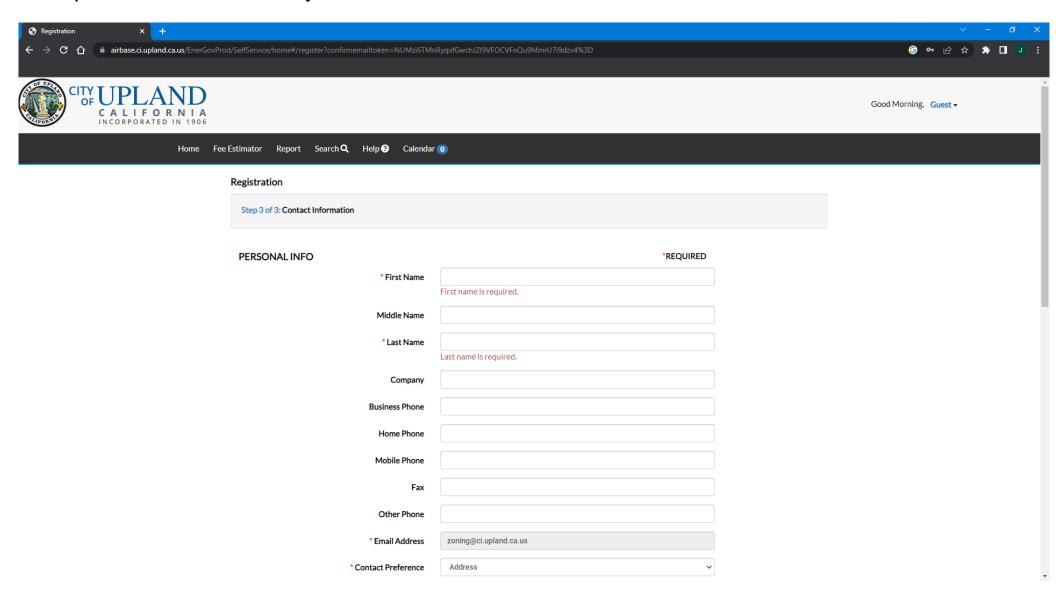Step 3: Enter your email address
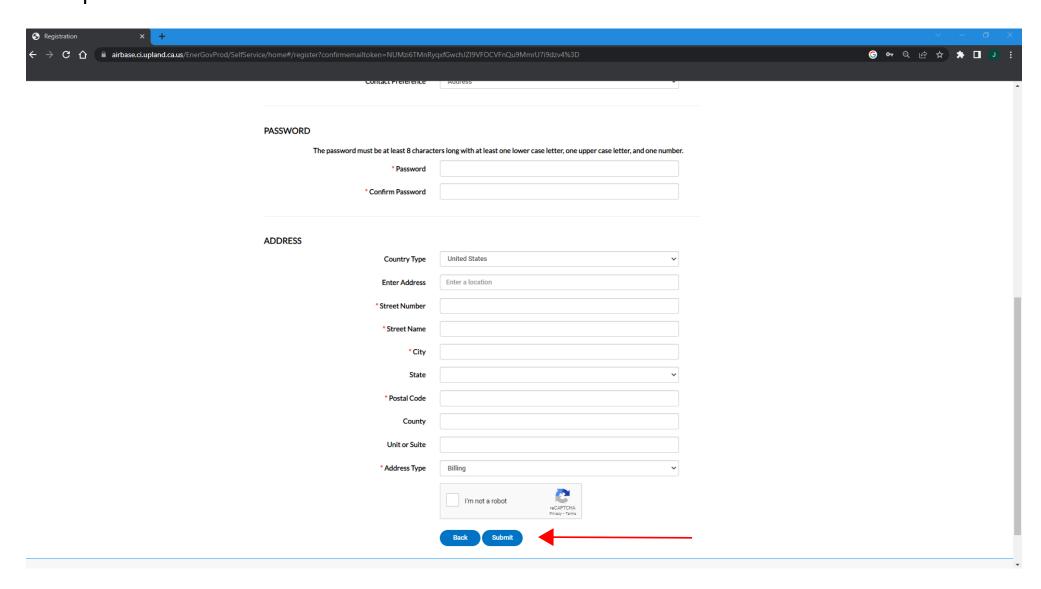Step 4: The system will send you a confirmation email which you are required to confirm.

Step 5: After you've confirmed your email address, you will register the account.

Step 6: Proceed to enter your contact information

Step 6 (cont'd): Create a password and enter your contact information.
Step 7: Click Submit

Step 8: The account is now active. You can log in to submit applications.