

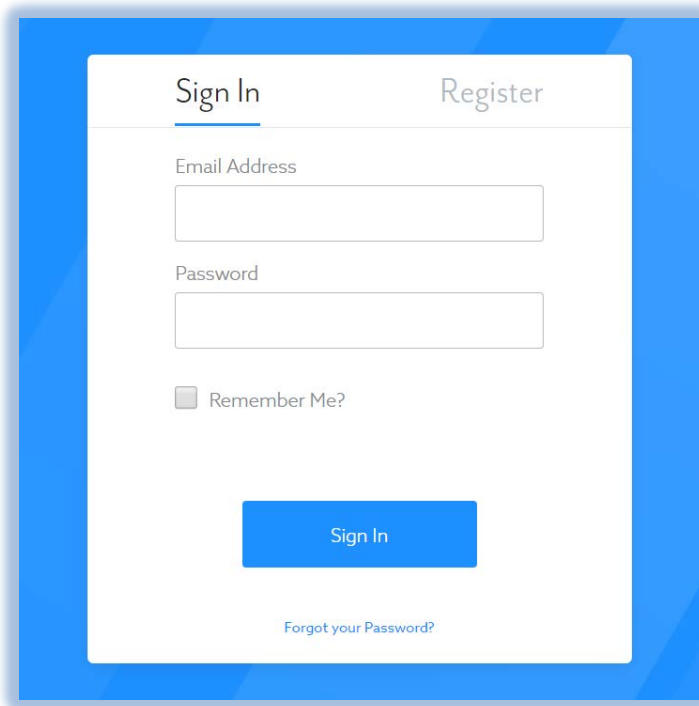
Table of Contents

Accessing the Participant Portal.....	1
Registering your Account	2
Logging In.....	3
Forgot your Password.....	4
Changing your Password	5
Signing Out	5

Accessing the Participant Portal

The Participant Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

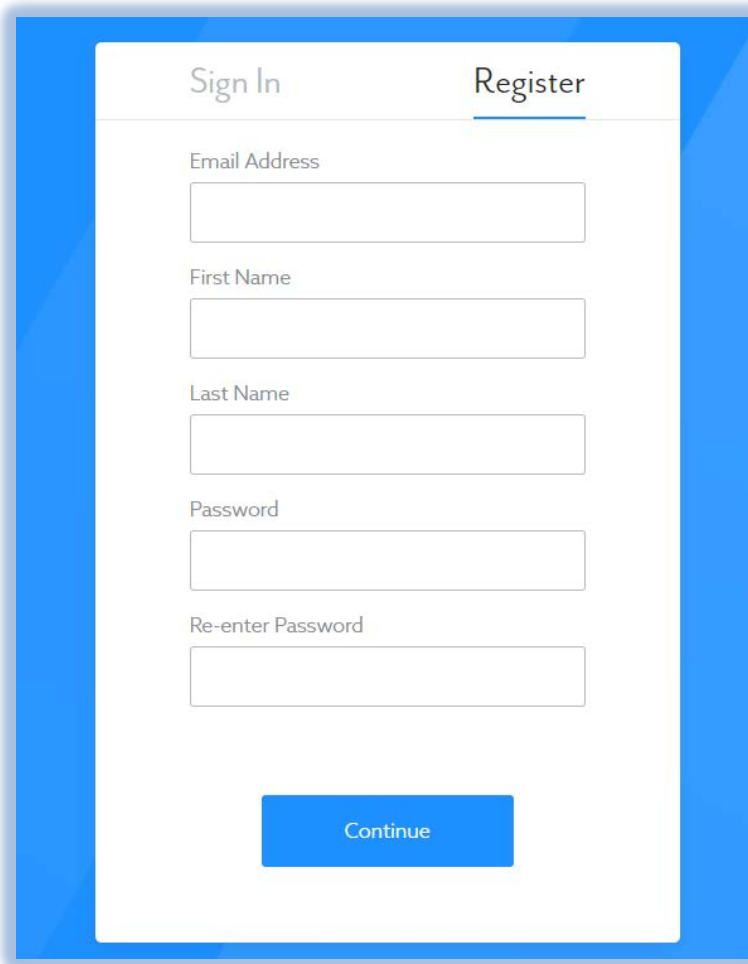
Application Portal Link: <https://portal.neighborlysoftware.com/winston-salem/participant>



Registering your Account

When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a user name (which is your work email address) and password that will be used for future logins. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

Note: If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.

A screenshot of a web registration form. The form is titled "Sign In" and "Register", with "Register" being the active tab. It contains five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". A blue "Continue" button is located at the bottom of the form.

Sign In Register

Email Address

First Name

Last Name

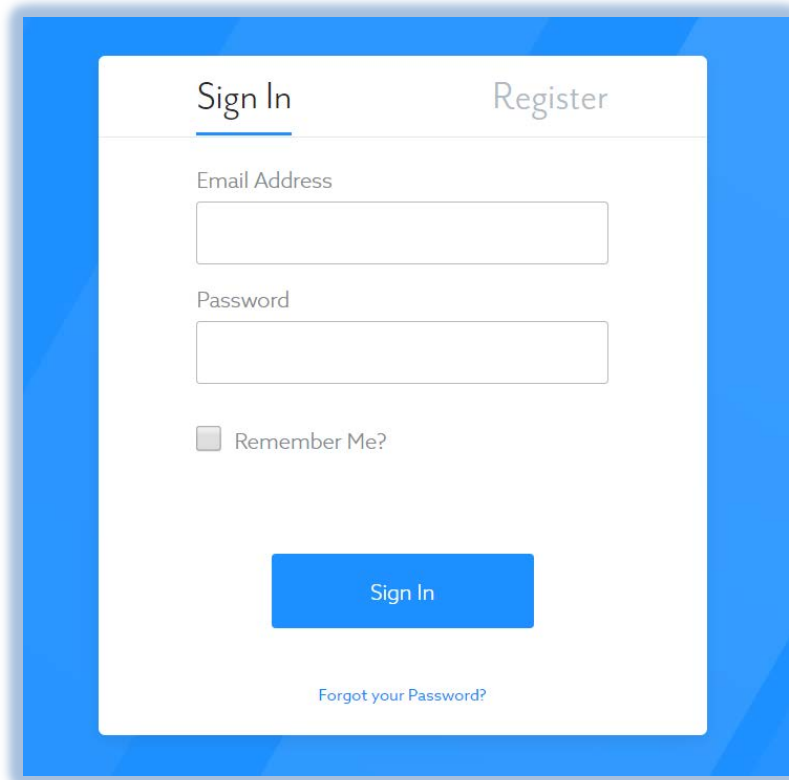
Password

Re-enter Password

Continue

Logging In

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration.

A screenshot of a web form for logging in. The form is white with a blue border. At the top, there are two tabs: "Sign In" (which is active and underlined) and "Register". Below the tabs, there are two input fields: "Email Address" and "Password". Below the "Password" field, there is a checkbox labeled "Remember Me?". At the bottom of the form, there is a blue button labeled "Sign In" and a link labeled "Forgot your Password?".

Sign In Register

Email Address

Password

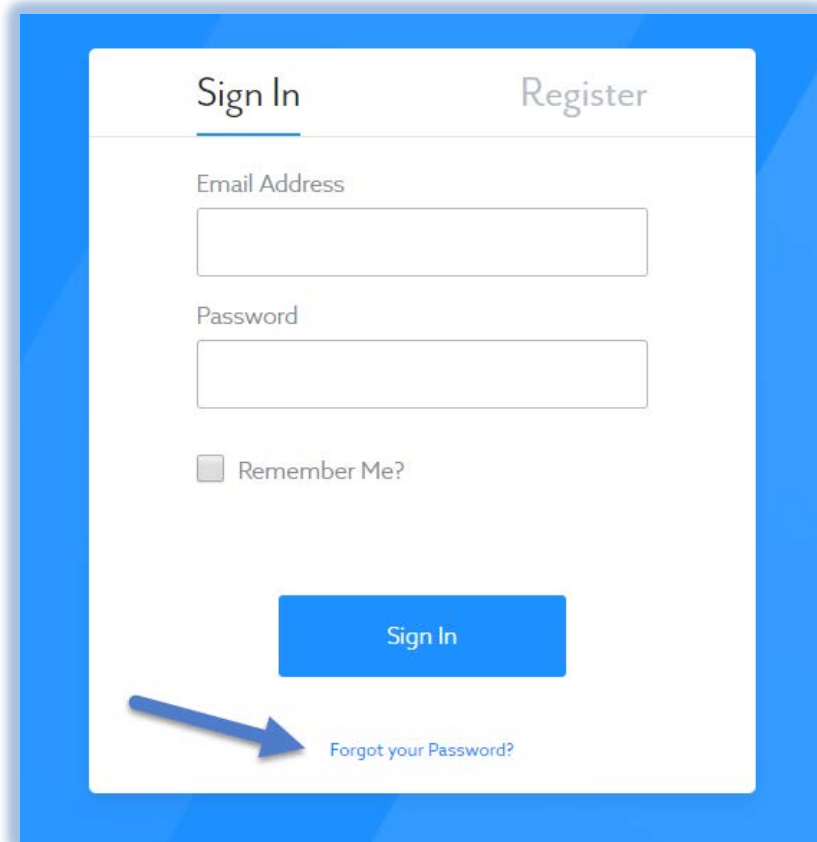
Remember Me?

Sign In

[Forgot your Password?](#)


Forgot your Password

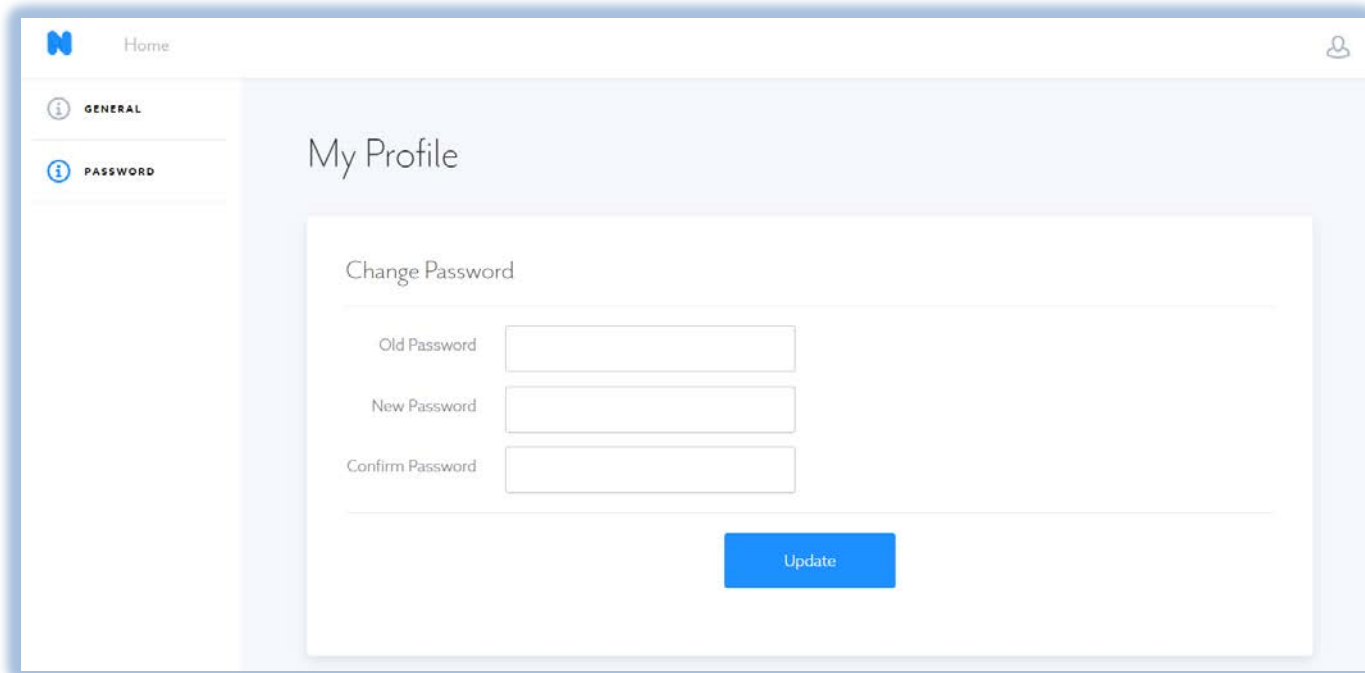
If you forget your password, click on the link that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password.



The image shows a login form with two tabs: "Sign In" (active) and "Register". Below the tabs are two input fields: "Email Address" and "Password". There is a checkbox labeled "Remember Me?". A blue button labeled "Sign In" is positioned below the input fields. A blue arrow points to a link labeled "Forgot your Password?" located below the "Sign In" button.


Changing your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.



The screenshot shows the 'My Profile' page in the Application Portal. The page has a light blue header with the 'N' logo and 'Home' text on the left, and a user profile icon on the right. A left sidebar contains two menu items: 'GENERAL' and 'PASSWORD', both with information icons. The main content area is titled 'My Profile' and contains a 'Change Password' form. The form has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the fields is a blue 'Update' button.

Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select “Sign Out”. Please note that the system will automatically log you out after thirty minutes of inactivity.