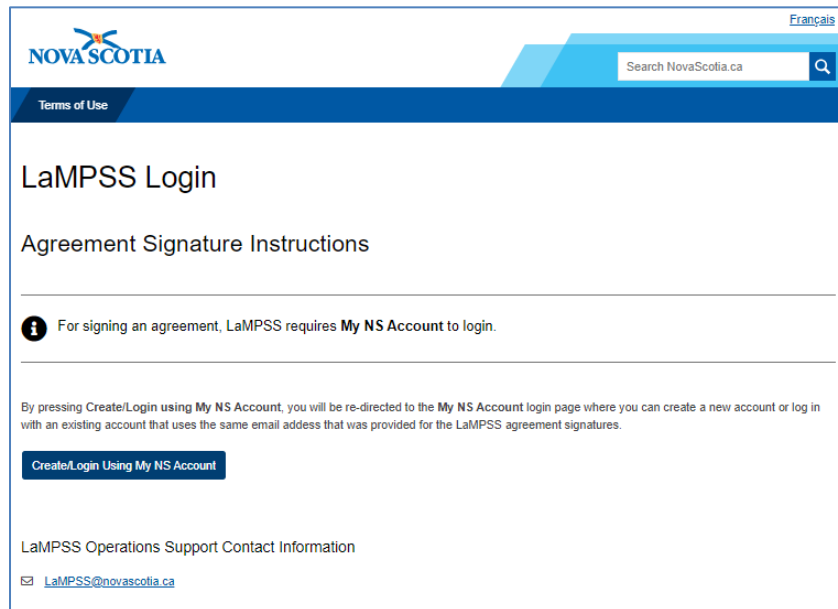


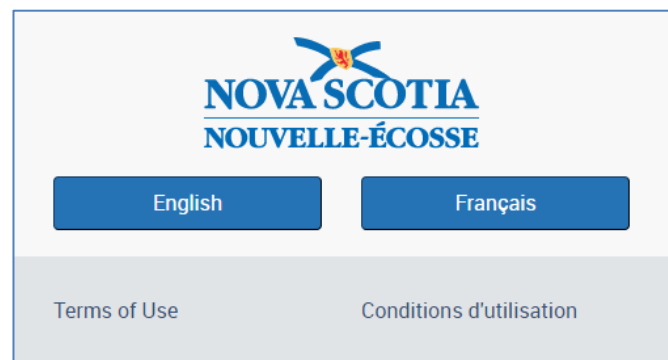
When you receive your Invitation to Sign (via email) you are either a LaMPSS user or an individual who is a contact for the organization. You can view and sign the agreement contract via My NS Account.

Login via My NS Account

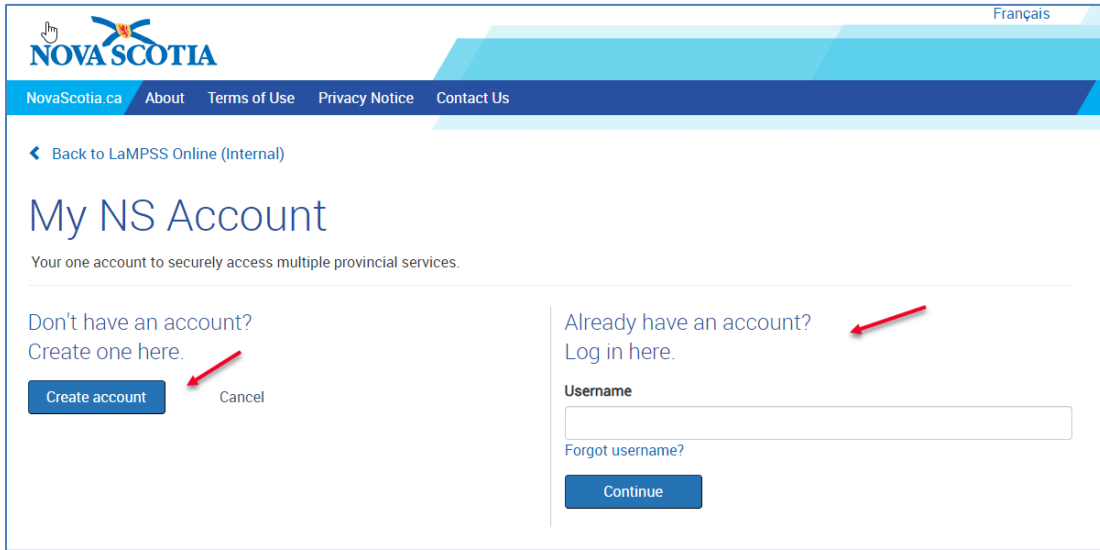
Once you click on the invitation link, you will be navigated to the following landing page in LaMPSS Online advising you that you will be redirected to My NS Account to either log in or create a new account.



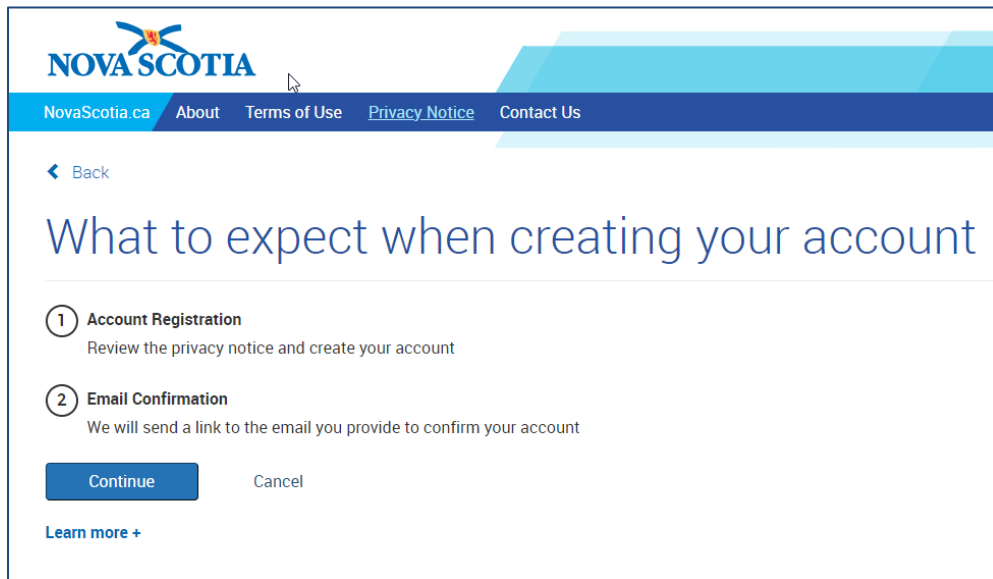
When you select "Create/Login Using my NS Account" it will navigate you to select either English or French. Once you have selected either option, it will navigate you to My NS Account.



Once on the My NS Account page, you can either create a new account or log in with an existing account.



If you currently do not have an account, when you click **Create account**. An information page will display advising you that you will need to review the privacy notice and what to expect when creating your account.



Once you have read the Privacy Notice and selected **Continue**, you then proceed to enter your name, email address, username and password for My NS Account.

NOVA SCOTIA Français

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Create your account

First or preferred name
Name you prefer to be addressed by

Last name

Email

Username

Password

Confirm password

Username requirements

Username must

- be a minimum of 8 characters
- not use special characters such as % # \$
- use at least one letter
- be unique

Password requirements

Password must

- be a minimum of 8 characters
- contain at least one digit
- contain at least one lowercase letter
- contain at least one uppercase letter
- not contain your username
- match the "Confirm password"

[Continue](#) [Cancel](#)

[Learn more about creating your account +](#)

Once you click **Continue**, you will receive an email with a confirmation code. It will be sent to the email address used to create a My NS Account

Enter the Confirmation code from the email and click **Confirm** to proceed.

NOVA SCOTIA Français Logout

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Confirm your email address

Before you continue, enter your confirmation code.

Enter the code we sent to [redacted] This code will expire in 1 hour.

Confirmation code

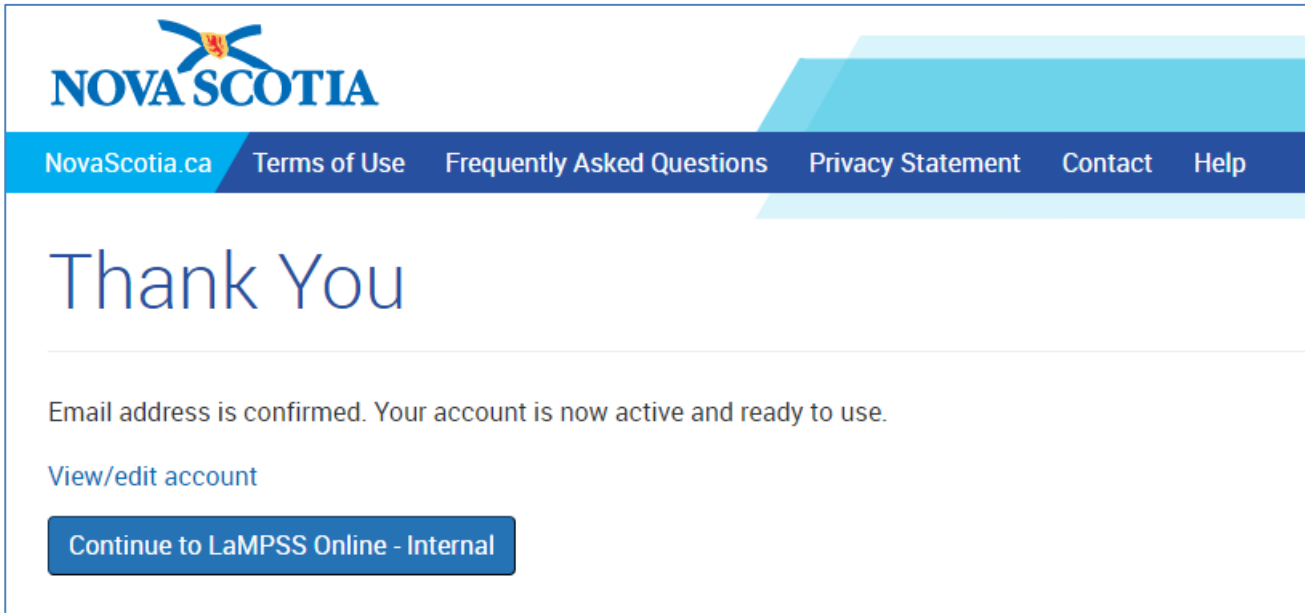
[Confirm](#)

Didn't get a code?

[Resend code or use a different email address](#)

[Need help confirming your email address? +](#)

Once the email address is confirmed, your my NS Account is now active and ready to use. You can select **Continue to LaMPSS Online - Internal** to review and sign the funding agreement.



The screenshot shows the Nova Scotia website's account confirmation page. At the top left is the Nova Scotia logo. A navigation bar contains links for NovaScotia.ca, Terms of Use, Frequently Asked Questions, Privacy Statement, Contact, and Help. The main heading is "Thank You". Below it, a message states: "Email address is confirmed. Your account is now active and ready to use." There is a link for "View/edit account" and a blue button labeled "Continue to LaMPSS Online - Internal".

If you already have My NS Account, you will not be required to complete the above steps. These steps will only need to be completed once, to set up your account.