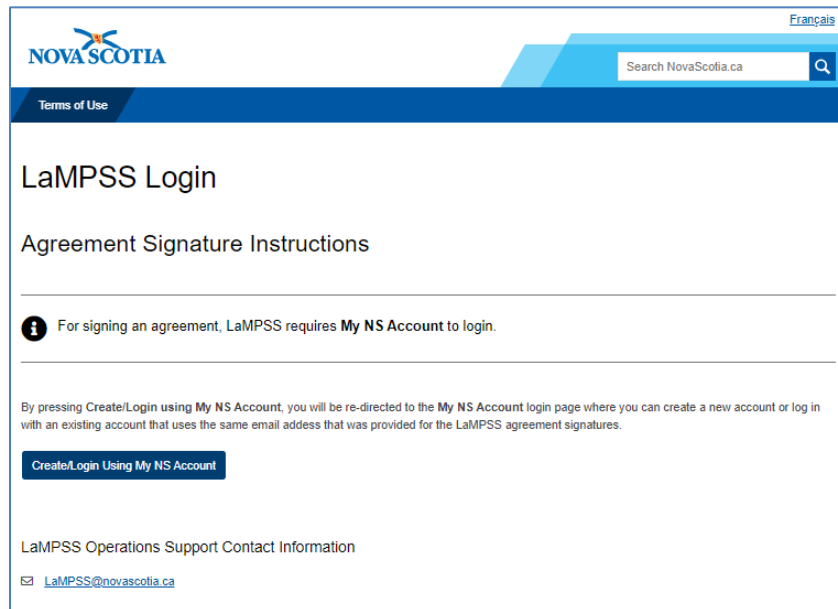


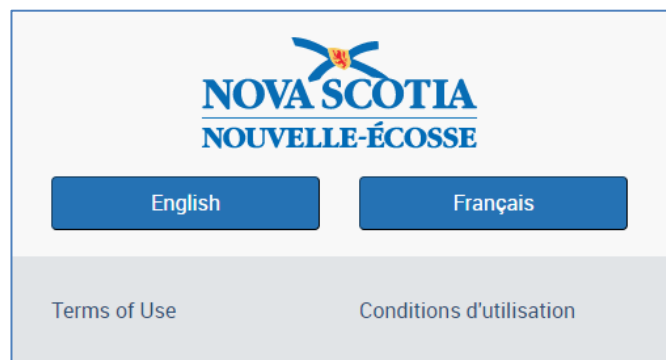
When you receive your Invitation to Sign (via email) you are either a LaMPSS user or an individual who is a contact for the organization. You can view and sign the agreement contract via My NS Account.

Login via My NS Account

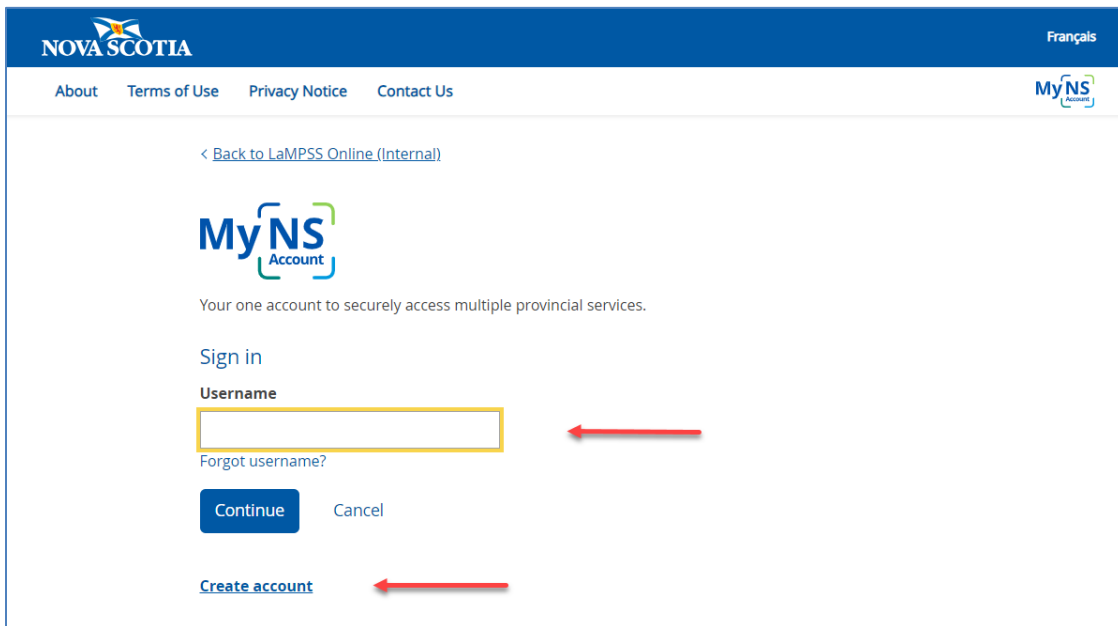
Once you click on the invitation link, you will be navigated to the following landing page in LaMPSS Online advising you that you will be redirected to My NS Account to either log in or create a new account.



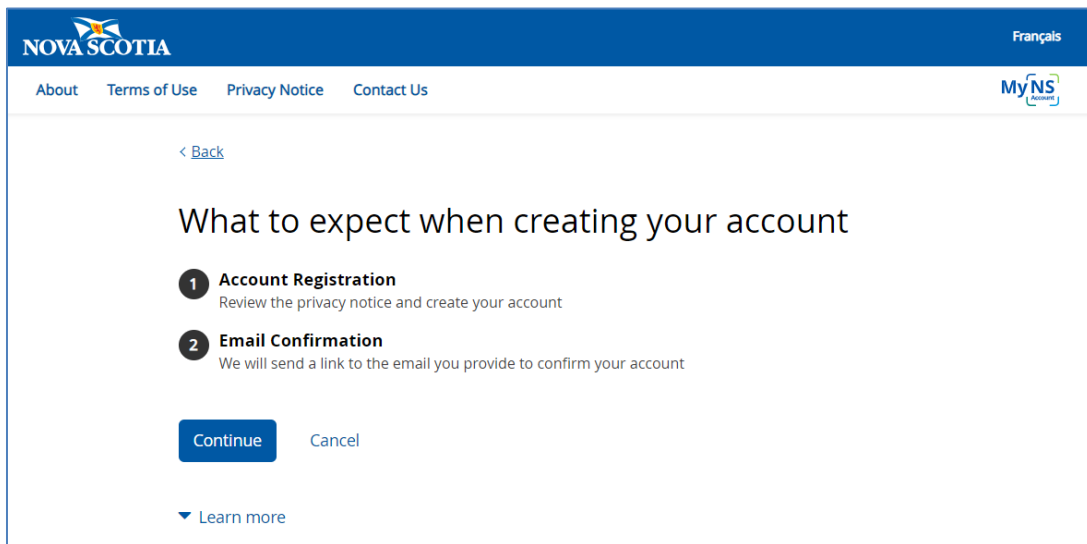
When you select “Create/Login Using my NS Account” it will navigate you to select either English or French. Once you have selected either option, it will navigate you to My NS Account.



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.

The screenshot shows the 'Create your account' page. At the top, there is a blue header with the Nova Scotia logo and 'Français' language option. Below the header are navigation links: 'About', 'Terms of Use', 'Privacy Notice', and 'Contact Us'. The 'MyNS Account' logo is in the top right. A '< Back' link is on the left. The main heading is 'Create your account'. Below it, there are several input fields: 'First or preferred name' (with a subtext 'Name you prefer to be addressed by'), 'Last name', 'Email', 'Username', 'Password', and 'Confirm password'. To the right of these fields are two grey boxes with requirements: 'Username requirements' (8 characters, no special characters, at least one letter, unique) and 'Password requirements' (8 characters, at least one digit, lowercase, uppercase, not the username, matches confirm password). At the bottom left are 'Continue' and 'Cancel' buttons. At the bottom right is a link: '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.

The screenshot shows the 'Confirm your email address' page. At the top, there is a blue header with the Nova Scotia logo and 'Français' language option. Below the header are navigation links: 'About', 'Terms of Use', 'Privacy Notice', and 'Contact Us'. The 'MyNS Account' logo and 'Logout' link are in the top right. The main heading is 'Confirm your email address'. Below it, there is a subtext: 'Before you continue, enter your confirmation code.' A text input field is labeled 'Enter the code we sent to [redacted] This code will expire in 1 hour.' Below this is a 'Confirmation code' input field with a red arrow pointing to it. Below the input field is a blue 'Confirm' button. Below the button, there is a link: 'Didn't get a code? Resend code or use a different email address'. At the bottom right is a link: 'Need help confirming your email address?'.



How to log in to My NS Account to Sign an Agreement For *External* LaMPSS users

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 a web page with a blue header containing the Nova Scotia logo and the text 'NOVA SCOTIA'. On the right side of the header, there is a 'Français' link. Below the header, there is a navigation bar with links for 'About', 'Terms of Use', 'Privacy Notice', and 'Contact Us'. On the right side of this bar, there is a 'MyNS Account' logo and a 'Logout' link. The main content area has a white background with the heading 'Thank You' and the text 'Email address is confirmed. Your account is now active and ready to use.' Below this text, there are two buttons: a blue button labeled 'Continue to LaMPSS Online (Internal)' and a blue link labeled 'View/edit account'.

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.