

## Employer Portal – User Registration Procedures

For a new user to receive an invitation to register for the Gemini Employer Portal, either an existing authorized user of the Portal or a TRS staff member will have to add the new user as a new contact for the corresponding employer. *Refer to the Employer Portal – Contacts Procedures for additional guidance on adding and inviting a new contact to the Gemini Portal.*

### Account Registration Email –

Once an invitation has been sent, the new user will receive an email from TRS prompting the recipient to complete the **Account Registration Process**. The image to the right is an example of the registration email message.

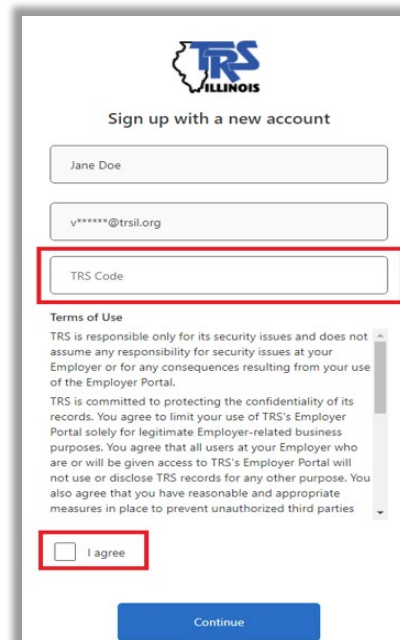
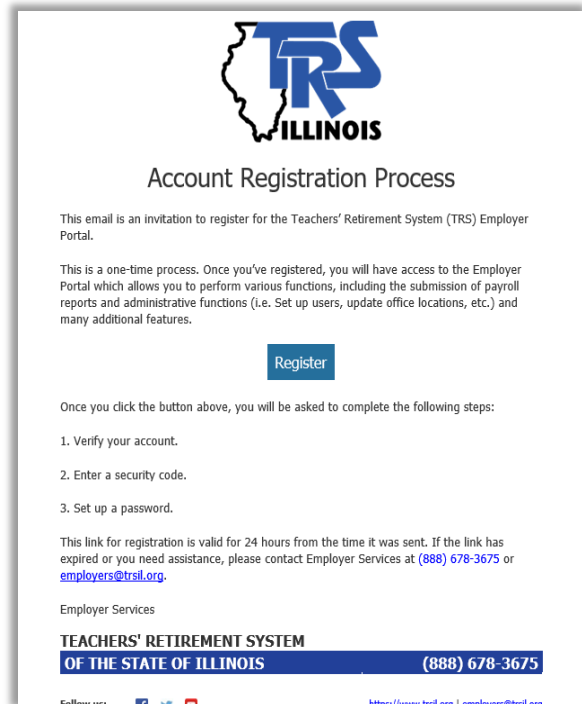
**Note:** The **Register** link in the user invitation email is valid for **24 hours** only. If the user registration is not completed within 24 hours of receiving the email, the user must contact the system administrator to get re-invited to register for the Portal.

Use the following steps to complete the **User Registration** process for the Gemini Employer Portal.

### Register -

Once the user has received the registration email, the user must click the **Register** button. Once clicked, the user will be navigated to the Gemini Portal **Sign up with a new account** registration screen (*image right*).

The user must enter the employer **TRS Code** and check the “**I agree**” box indicating that they agree to the terms of use for the Portal. Once complete, click the **Continue** button.

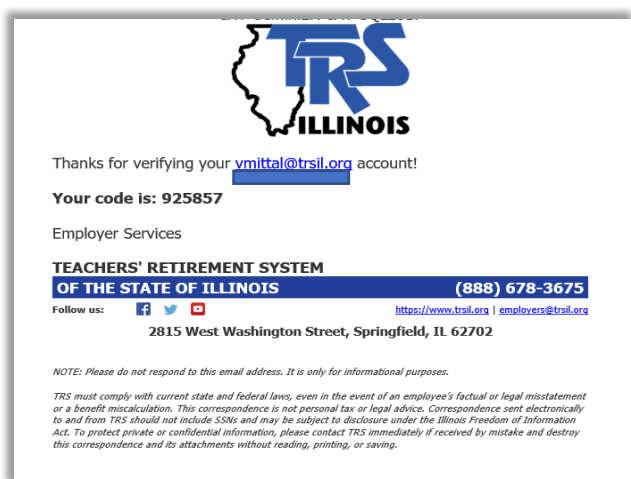
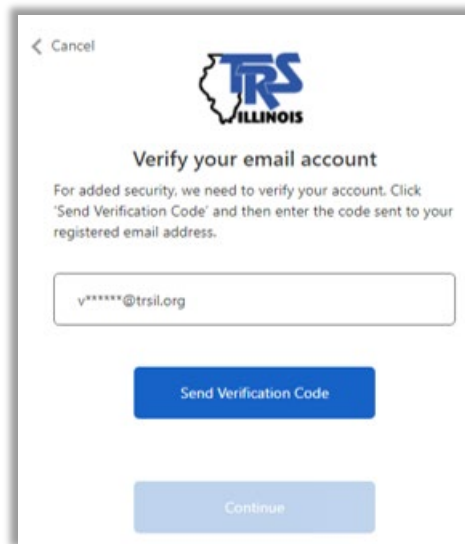


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### Verifying your Email -

Following the click of “Continue” from the **Sign up with a new account** screen, the user is navigated to the **Verify your email account** screen (*image right*).

On this screen, the user must click the **Send Verification Code** button. Once the **Send Verification Code** button is selected, the user will wait for the receipt of a verification code email from TRS.



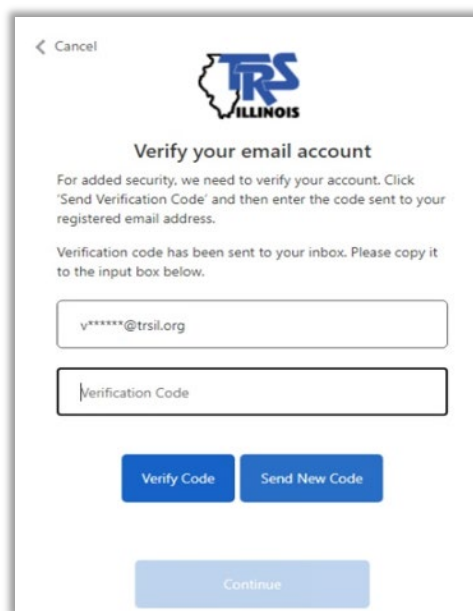
### Receiving a Verification Code -

The **Send Verification Code** will initiate an email to the user’s registered email address with a verification code. TRS is using this multifactor authentication process for additional security with the Gemini Employer Portal. An example of the email containing the verification code is provided (*image left*).


### Entering a Verification Code -

Clicking the **Send Verification Code** button will navigate the user to the **Verify your email account** screen displayed with the Verification Code field (*image right*). The user must enter the verification code they received in the email and click the **Verify Code** button. Once the code is verified, the **Continue** button will be enabled. The user must click the **Continue** button to proceed.


If for any reason the user has not received the verification code email, you will have the option to click the **Send New Code** button. This will send the user a new verification code email. Please be sure to use the most recent email when entering your verification code. Using any older emails will result in an error.

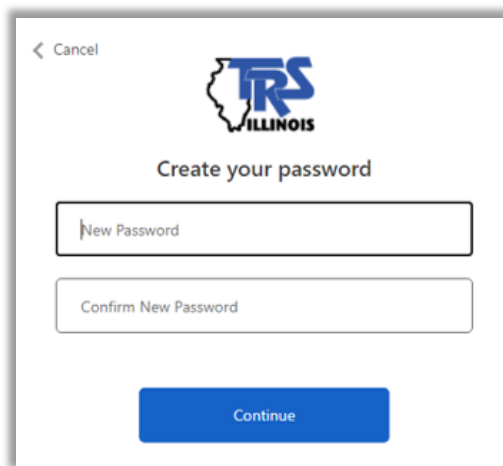
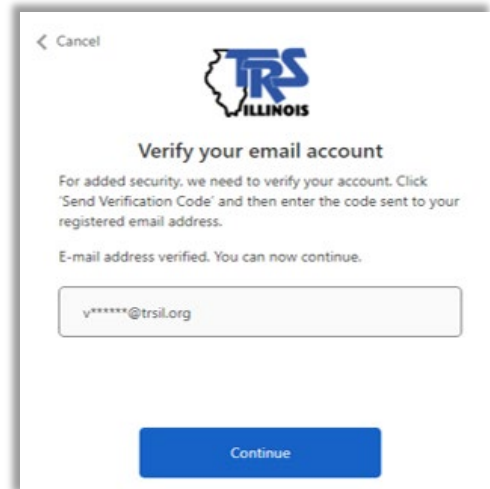


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At any point during the registration process, if the user does not wish to continue, they can click the  button located near the top-left section of the screen. This will exit the registration flow and navigate the user back to the Gemini Portal login screen. Exiting the registration process mid-way will not save the user's progress. The user will need to initiate the user registration process beginning with the first step when they are ready to continue.


### Email Verified -

Once the verification code has been accepted, the screen will display a message: **E-mail address verified. You can now continue** as shown on the image to the right. Click the  button to proceed to the **Create your password** screen.

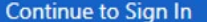


### Create a Password -

Once the user's registered email has been verified, the **Create your password** screen will be displayed as shown (*image right*).

Enter your desired password for the Gemini Employer Portal in the new password text box and then re-type the password in the confirm new password text box. Please ensure that the passwords in both text boxes match. Once complete, click the  button.

### Registration Complete –

This completes the **User Registration** process. Click the  button to continue to the login process (*image right*). Refer to the *Employer Portal - Login Procedures for guidance on the login process*.

