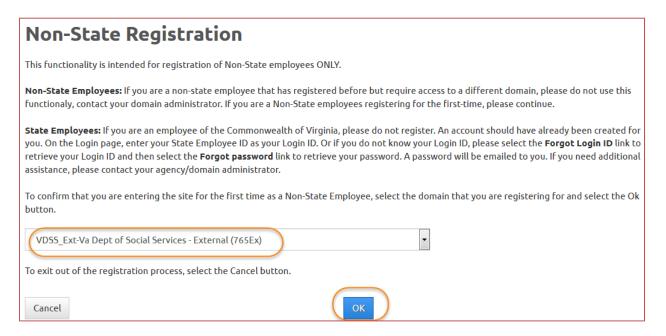
## COVLC – How to request an account Community Partners

## Request an Account

Step 1: Click on Need an Account?



Step 2: Choose VDSS Ext-VA Dept of Social Services – External (765Ex)



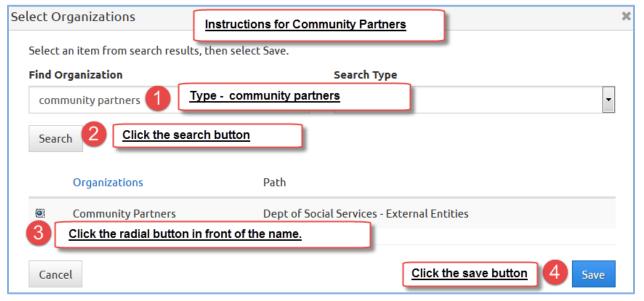
Step 3: Populate all fields circled in red



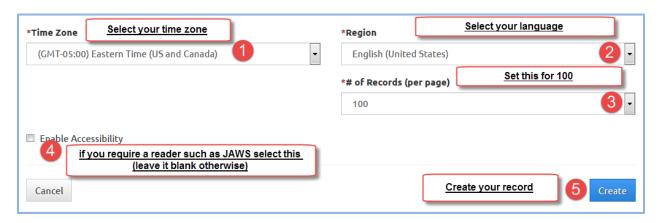
Step 4: You will only need to select the Organization button (skip the Job Title and Manager buttons)



Step 5: Community Partners - follow the points below.



Step 6: Create Record



You have completed the registration request process for the COVLC. You will be reviewed for approval shortly. Once approved, you will receive a confirmation with your logon parameters.