

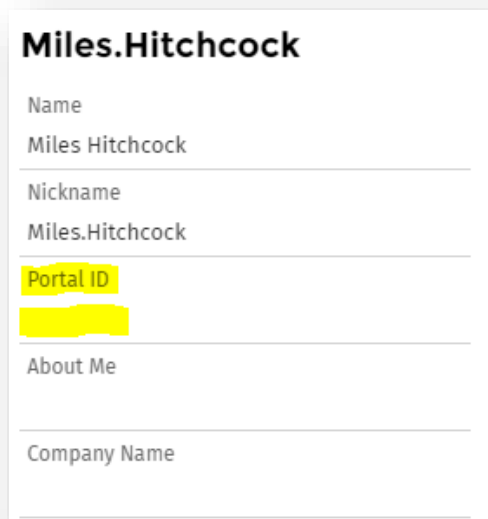
# Instructions for TeamMate Connect Self-Registration

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## Summary

TeamMate Connect allows users to self-register to become a community user without involvement from their Champion. For a user to self-register they will need four pieces of information.

1. First Name – Each user must enter their first name
2. Last Name – Each user must enter their last name
3. Email Address – Each Organization’s account is tied to their respective email domain. A user must register with their work email to ensure no personal accounts get access to TeamMate Connect
  - a. Please contact Support, if the user receives an error that the email domain doesn’t match the Portal ID and the user has entered their work email address
4. Portal ID – Each Organization’s account has an associated Portal ID. This ID must be entered and the email domain from the previous line must match for an account to be created. The Portal ID can be obtained from any existing TeamMate Connect community user by:
  - a. Logging into TeamMate Connect
  - b. Click the users name in the top right corner of TeamMate Connect
  - c. Click on My Profile
  - d. There is a Portal ID field between Nickname and About Me



**Miles.Hitchcock**

Name  
Miles Hitchcock

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Nickname  
Miles.Hitchcock

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Portal ID  
[Redacted]

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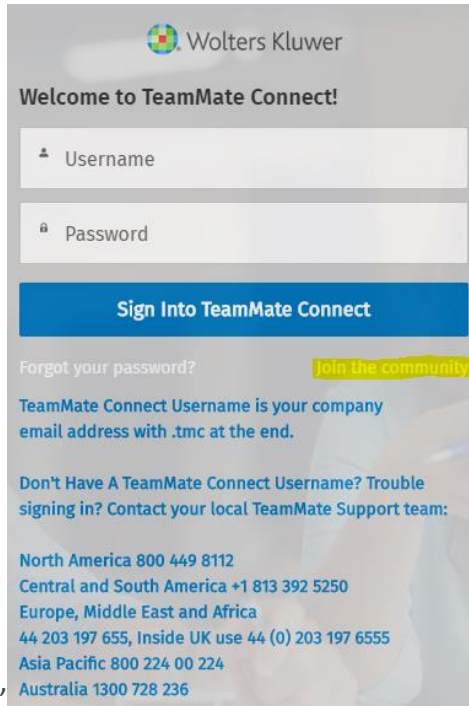
About Me

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Company Name

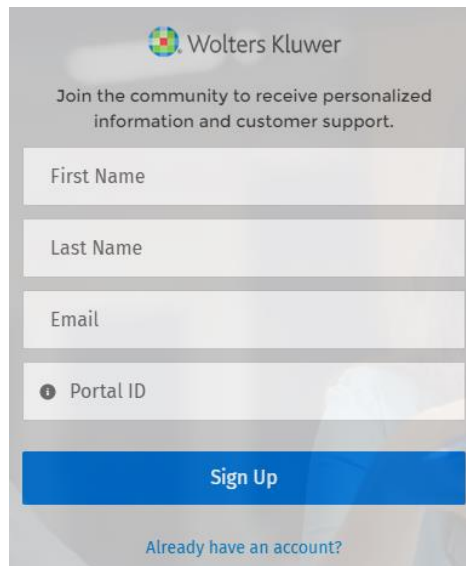
## Instructions to self-register for TeamMate Connect

1. Go to [www.teammateconnect.com](http://www.teammateconnect.com)



The screenshot shows the login page for TeamMate Connect. At the top is the Wolters Kluwer logo and the text "Welcome to TeamMate Connect!". Below this are two input fields: "Username" and "Password". A blue button labeled "Sign Into TeamMate Connect" is positioned below the password field. Underneath the button, there is a link for "Forgot your password?" and a yellow button labeled "Join the community". Further down, there is explanatory text: "TeamMate Connect Username is your company email address with .tmc at the end." and "Don't Have A TeamMate Connect Username? Trouble signing in? Contact your local TeamMate Support team:". At the bottom, there are contact numbers for various regions: North America (800 449 8112), Central and South America (+1 813 392 5250), Europe, Middle East and Africa (44 203 197 655), Asia Pacific (800 224 00 224), and Australia (1300 728 236).

2. Click 'Join the community'



The screenshot shows the registration page for TeamMate Connect. At the top is the Wolters Kluwer logo and the text "Join the community to receive personalized information and customer support.". Below this are four input fields: "First Name", "Last Name", "Email", and "Portal ID". A blue button labeled "Sign Up" is positioned below the "Portal ID" field. At the bottom, there is a link that says "Already have an account?".

3. Enter your First Name, Last Name, Work Email Address, and Portal ID obtained from an existing community user at your organization
4. Go to your email and click the verification email sent to the email address provided