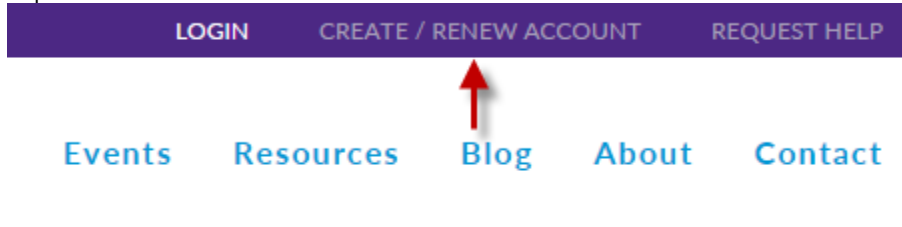


Using your Taskstream Key Code

You have been selected to receive a Taskstream account. The key code that has been issued to you is intended for your use only. Follow the directions below to create/renew your account on Taskstream.

1. Go to www.taskstream.com
2. On the Taskstream home page click the **Create or Renew Account** link located at the top of the screen.



You should now see the *Purchase or Activate Subscription* page.

3. Select whether or not you are creating a new account (First Time Subscriber), renewing an account, or converting a guest account. Then enter the key code specified below in the appropriate fields and click the **Continue** button.

4. Complete Steps 2 and 3. During step 3, make sure to note the username and password that you have chosen.

Username: _____
Password: _____

This will be the username and password you will use to access TaskStream.

5. Confirm your registration information in Step 4. If you need to edit any of the information you have entered click the **Edit** button. Otherwise click **Continue** to complete your registration.
6. The next page will display a link to take you to the home page where you can enter your username and password to login and begin using your TaskStream account.

STEP 4 OF 4 - CONFIRM REGISTRATION INFORMATION

You must confirm all information before your account can be created!
Click the "Continue" button to activate your account.

Name:	barbie bender
Customized ID For TS:	1234
Email:	bb13@taskstream.com
Home phone:	333-222-4545
Username:	bbender13
Password:	*****
Affiliation:	TaskStream
Department:	Technical1
Subscription start date:	Today
Subscription end date:	10/31/2016

[Edit](#) [Continue](#)