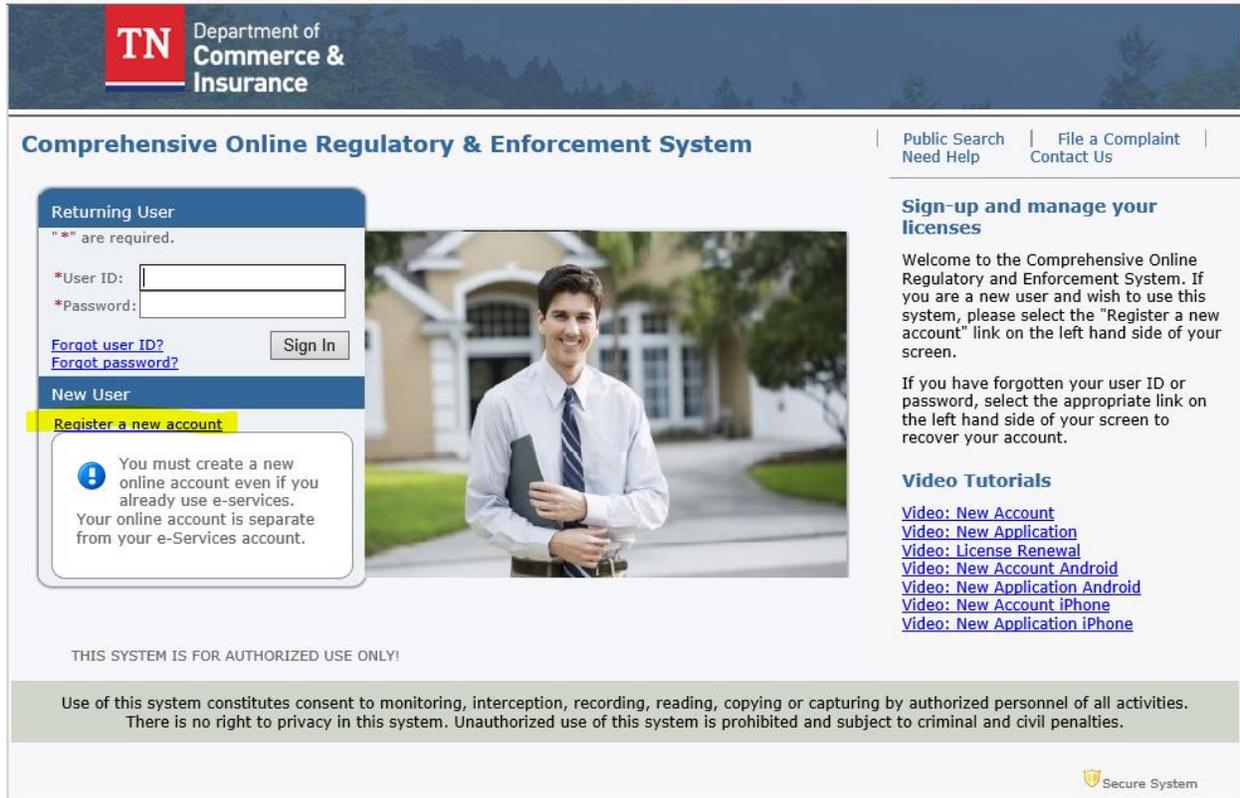


Creating a New CORE Account

#1 Create your CORE Account

Go to core.tn.gov

Click on Register a new account



The screenshot shows the 'Comprehensive Online Regulatory & Enforcement System' login page. At the top left is the TN Department of Commerce & Insurance logo. The page title is 'Comprehensive Online Regulatory & Enforcement System'. On the right, there are links for 'Public Search', 'Need Help', 'File a Complaint', and 'Contact Us'. The main content area is divided into 'Returning User' and 'New User' sections. The 'Returning User' section has fields for '*User ID:' and '*Password:', with links for 'Forgot user ID?' and 'Forgot password?', and a 'Sign In' button. The 'New User' section has a yellow highlight on 'Register a new account' and an information box stating: 'You must create a new online account even if you already use e-services. Your online account is separate from your e-Services account.' A central image shows a man in a white shirt and tie holding a folder. Below the image is the text 'THIS SYSTEM IS FOR AUTHORIZED USE ONLY!'. At the bottom, a disclaimer states: 'Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties.' In the bottom right corner, there is a 'Secure System' logo.

Complete the User Registration

This is the user registration page. Complete all required fields. Keep note of the email address, secret question and secret answer associated with the account. It is highly recommended to use the email address as the user ID, however, this is optional.

*****The email address will be the email that will receive all application summaries and payment summaries for permit applications.**

Click Next



[Login](#) | [Contact Us](#)

User Registration

Please complete the information required below to become a registered TN DCI User. You will receive a confirmation email as part of the registration process. If you do not receive email correspondence:

- Check spam folder
- Check company's server settings, if using a work email address
- Older Email Domains (Hotmail, Earthlink, etc...) may not allow you to receive email

Enter your details and press "Next".

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

• First Name:

Second Name:

• Last Name:

Account Login

• Email: (e.g. name@domain.com)

• Confirm Email:

• User ID:

Use email address as user id:
Or enter your own user id:

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

• Secret Question:

• Secret Answer:

Third Party Payer

Accept payment requests from third parties? [\(what's this?\)](#)

Communication

Email Communication: Yes No

Security Measures (This helps to prevent automated registrations.)

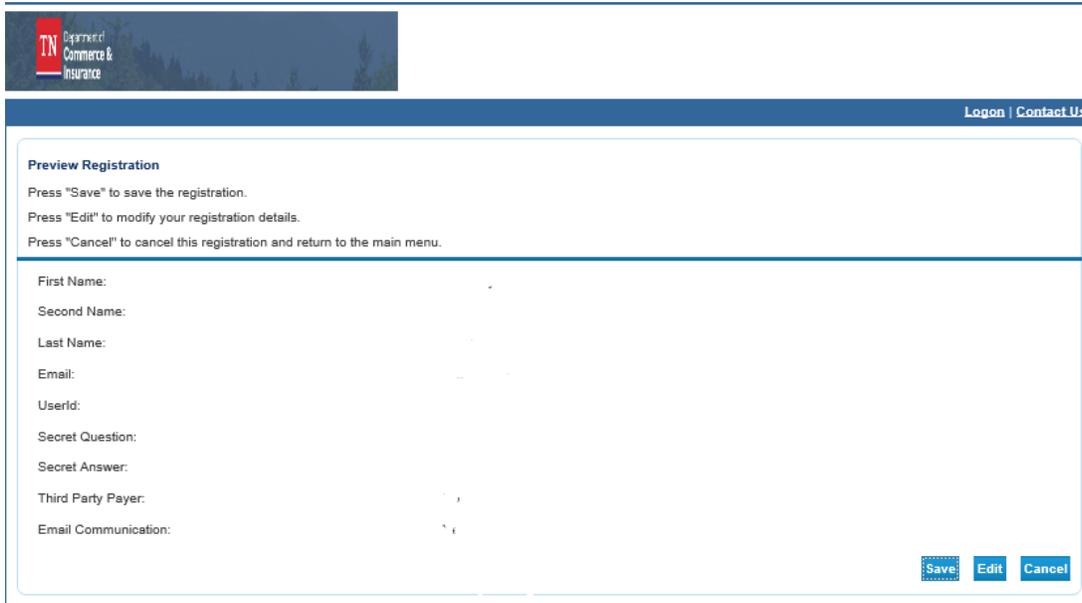
• Please respond to the Captcha requirements and wait for green checkbox.

I'm not a robot  [reCAPTCHA](#)
[Privacy - Terms](#)

[Next](#) [Cancel](#)

Review and confirm the information entered on the Preview Registration

Click Save

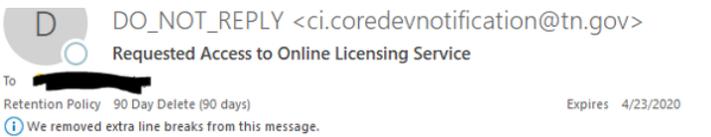


The screenshot shows a web interface for the Tennessee Department of Commerce & Insurance. At the top left is the department's logo. At the top right are links for "Logon" and "Contact Us". The main content area is titled "Preview Registration" and contains the following instructions: "Press 'Save' to save the registration.", "Press 'Edit' to modify your registration details.", and "Press 'Cancel' to cancel this registration and return to the main menu." Below these instructions is a form with the following fields: First Name, Second Name, Last Name, Email, Userid, Secret Question, Secret Answer, Third Party Payer, and Email Communication. At the bottom right of the form are three buttons: "Save", "Edit", and "Cancel".

After confirming the information, you will be sent an email with a temporary password

If you do not receive email correspondence:

- Check spam folder
- Check company's server settings, if using a work email address
- Older Email Domains (Hotmail, Earthlink, etc...) may not allow you to receive email



*** Note that this is an automated email. Please do not reply.

Hello [redacted]

Credentials for accessing our Online Licensing Service are provided below.

Please note that the information is case sensitive.

Your Temporary password is

[redacted]

(After logging in you will be asked to update this.)

If you received this email in error or need assistance please contact us at 615-741-2241

Tennessee Department of Commerce & Insurance Davy Crockett Tower
[500 James Robertson Parkway](#)
[Nashville, TN 37243-0565](#)

#2 - Log In and update your password

Return to core.tn.gov

Enter your User ID and Temporary Password

Click Sign In



Comprehensive Online Regulatory & Enforcement System

Public Search Need Help | File a Complaint Contact Us

Returning User

* * * are required.

*User ID:

*Password:

[Forgot user ID?](#) [Forgot password?](#)

New User

[Register a new account](#)

 You must create a new online account even if you already use e-services. Your online account is separate from your e-Services account.



Sign-up and manage your licenses

Welcome to the Comprehensive Online Regulatory and Enforcement System. If you are a new user and wish to use this system, please select the "Register a new account" link on the left hand side of your screen.

If you have forgotten your user ID or password, select the appropriate link on the left hand side of your screen to recover your account.

Video Tutorials

- [Video: New Account](#)
- [Video: New Application](#)
- [Video: License Renewal](#)
- [Video: New Account Android](#)
- [Video: New Application Android](#)
- [Video: New Account iPhone](#)
- [Video: New Application iPhone](#)

THIS SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties.

 Secure System

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[Privacy Statement](#) | [Terms of Service](#)

You will then be prompted to update your password

Enter the Temporary Password

Enter the New Password and Confirm Password

Click Save

TN Department of Commerce & Insurance

Logged in as **Whaley, Kimberly**

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Update Default Registration Information

Enter your new password and press "Save".
Your new password must contain the following:

- a minimum of (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least (1) uppercase alphabetic character
- must contain at least (1) lowercase alphabetic character
- must contain at least (1) numeric character
- must contain at least (1) special character

* Temporary Password:

* New Password:

* Confirm Password:

[Save](#)

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Your CORE account is created