MyTDEC Forms Application: Registering for an Account

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Version 1.1
How do I register an account?

Overview

The following document will provide step-by-step guidance on how to register a new account on the MyTDEC platform. Following these guidelines will result in the creation of an account that will allow you to submit permits for approval with TDEC.

Step-by-Step Guide

<table>
<thead>
<tr>
<th>Step 1- Select “Register” from the Tool Bar</th>
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<tbody>
<tr>
<td>Begin by navigating to <a href="https://forms.tdec.tn.gov/">https://forms.tdec.tn.gov/</a> . Once you see the screen below, click on “Register” from the list of options at the top of the page.</td>
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</tbody>
</table>

![Figure 1 Login Page](https://via.placeholder.com/150)

*Figure 1 Login Page*
Step 2 – Create a User Profile

2.1 User Identification

Fill out the User Identification section, as shown below. The information you provide here will be the credentials you use to access the system. Keep in mind the email address you provide here will be used for email alerts from the system, such as to send you email confirmations when a form has been successfully submitted. As denoted in the figure, all fields marked with a red asterisk are required in order to submit your information. If you fail to fill out a field with a red asterisk, an error message will appear upon submission. Please see below in step 2.4 for an example of the error message.

Figure 2 User Identification
### Step 2 – Create a User Profile

#### 2.2 Organizational Affiliation

The next section of the User Profile is the **Organizational Affiliation** section. While these fields are not required, if you are affiliated with an organization, please provide the name of your organization in the fields you see below.

![Organizational Affiliation](image)

*Figure 3 Organizational Affiliation*
Step 2 – Create a User Profile

2.3 Mailing Address

The third and final section of the User Profile is your mailing address. All fields marked with a red asterisk throughout the documentation are mandatory.

Figure 4 Mailing Address
Step 2 – User Profile

2.4 Submit Registration and Errors

After completing all of the above sections, you will find the “Cancel” and “Register” buttons at the end of the form. If you missed any required fields that were denoted with a red asterisk, a red banner will appear by the section that you missed. An example of an error message is shown below. Please select Register to continue with the account registration process.

Figure 5 Cancel or Register Buttons

A first name is required.

Figure 6 Error Message Notification
Step 3 – Confirming Your Account

3.1 Confirmation Code

Upon clicking “Register” as shown above, the platform will prompt you to enter a confirmation code. The notification will confirm that the code has been sent to the email that was listed in the User Identification section.

![Figure 7 Confirmation Code Entry](image-url)
Step 3 – Confirming Your Account

3.2 Accessing Confirmation Email

Access the email that was listed in the User Identification section. You will have received a confirmation email from the help desk, as shown in the image below. The confirmation code contained in the email is what you will use to verify your account. The email will also confirm your username, and with this information, you can proceed to step 3.3.

Figure 8 Confirmation Email Example
**Step 3 – Confirming Your Account**

### 3.3 Inserting Confirmation Code and Registering

Take the confirmation code from the confirmation email and return to MyTDEC Forms. Place the code exactly as it appeared in the email in the **Confirmation Code field**, as shown below. Finally, select **Confirm Email** to complete the registration process.

![Figure 9 Inserting Code and Confirming Email](image)

*Figure 9 Inserting Code and Confirming Email*
Step 4 – Logging In

After submitting your correct confirmation code, you will be prompted to sign in with your account information. Please enter the **User ID** that was specified in your confirmation email, as well as the **Password** that you set up in your **User Profile**. You will now have access to the MyTDEC forms platform.

![Sign In](image)

*Figure 10 Sign In*