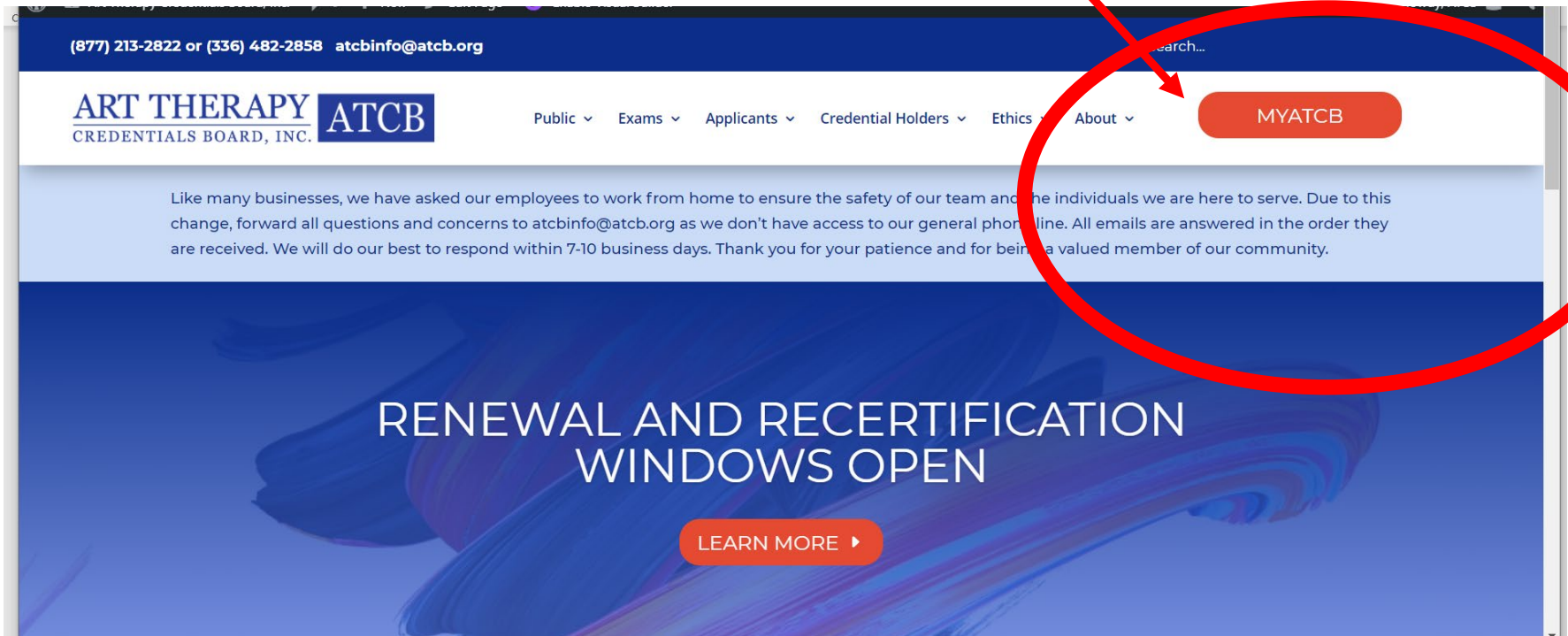


STEP 1:

Go to MYATCB which is found on the ATCB website. Click on the orange MYATCB box



## 2. CREATE ACCOUNT

### Welcome to MYATCB!

MYATCB provides credential holders, certificants and applicants with a single, secure portal to manage their credentials, board certification certificates and applications. It grants access to change of address, name change, online applications, printable documents and many more features.

**IMPORTANT INSTRUCTIONS:**

If you are an **existing ATCB user**, please login with your MyATCB credentials.

If this is **your first visit to MYATCB**, you must click the [Create Gateway Account](#) button.

- [Forgot username?](#)
- [Forgot password?](#)

\*Username

\*Password

Create Gateway Account

For security reasons, be sure to close your browser once you are done using this system. The Art Therapy Credentials Board cannot be held responsible for unauthorized access to the information you have entered in the browser.

### 3. FILL OUT FORM

|                     |
|---------------------|
| Contact Information |
| Address Information |
| Demographics        |
| Account Credentials |
| Verification        |
| Confirmation        |

#### User Information

Each applicant and/or licensee must register in Counselor Gateway in order to submit and maintain licensure applications and information with the Counselor Licensure Management System. The secure server encrypts your personal information via Secure Sockets Layer (SSL).

Please enter the following information to create your user profile.

**\* Name:**

|          |    |         |        |
|----------|----|---------|--------|
| CREATING | AN | ACCOUNT | Suffix |
|----------|----|---------|--------|

**Maiden Name:**

**\* Date of Birth:**

**\* Do you have a valid social security #?**

**\* Last 4 SSN:**

**\* Verify Last 4 SSN:**

THIS IS SECTION IS OPTIONAL

UAT/TEST Environment

ART THERAPY CREDENTIALS BOARD, INC. ATCB

MYATCB

- User Information ✓
- Contact Information ✓
- Address Information ✓
- Demographics ⚙
- Account Credentials
- Verification
- Confirmation

### Gateway Registration

#### Demographics

The information requested below is for research purposes and will be kept confidential.

**Gender**

**Race:**

**Ethnicity:**

Previous      Exit      Save / Next

|                     |   |
|---------------------|---|
| User Information    | ✓ |
| Contact Information | ✓ |
| Address Information | ✓ |
| Demographics        | ✓ |
| Account Credentials | + |
| Verification        |   |
| Confirmation        |   |

## Gateway Registration

### Account Credentials

Please create a username and password to access your gateway. **This information is not maintained by the ATCB.** Keep this information in a secure place.

- **Username** - Must be a minimum of 8 characters, maximum of 20 characters. Username is not case sensitive. Special characters are not allowed.
- **Password** - Must be a minimum of 8 characters, maximum of 20 characters. You may use any combination of letters (upper case and lower case) and numbers. Please limit special characters to @, \$, !, #, &, \*, %, .

\*Username:

\*Password:



\*Verify Password:



Previous

Cancel

Save / Next

CONFIRM YOUR INFO-BE SURE TO CLICK FINISH

The form is contained within a light gray frame. It has three main sections, each with a light blue header bar:

- Address Information:** Contains the label **Primary/Physical Address:** followed by the text "WE RECOMMEND USING HOME ADDRESS" and "CITY, NY 12345".
- Demographics:** Contains labels for **Gender:**, **Race:**, and **Ethnicity:**, each followed by a blank input field.
- Account Credentials:** Contains the label **Username:** followed by the text "ARTTHERAPIST".

At the bottom of the form, there are three buttons: "Previous" (disabled), "Cancel", and "Finish" (highlighted with a red circle).

