Create an account

NOTE: It is best practice to wait until you are invited to a project to create an account. Users who create an account without being invited to a project will not see anything in the system after they login.

1. The login for is the same for most Hennepin County systems. Try using the same email and password you use to login to the Hennepin County [Supplier Portal](). If that does not work, create a new login.

2. Select **Sign up now**.
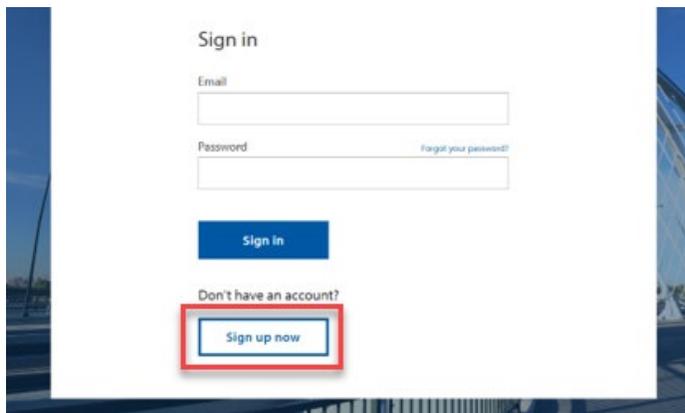
3. Enter your email address then select **Send verification code**.
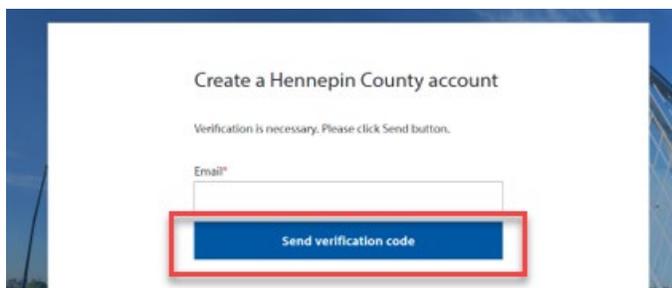
4. Check the email account you entered for an email from Hennepin County. Open the email and copy the verification code.

   Note: The verification code expires in 5 minutes. If you don't complete this step in 5 minutes, select the Send new code link. If you don't receive an email check your spam folder or select Send new code.

5. Paste the code in the Verification Code box and select **Verify code**.
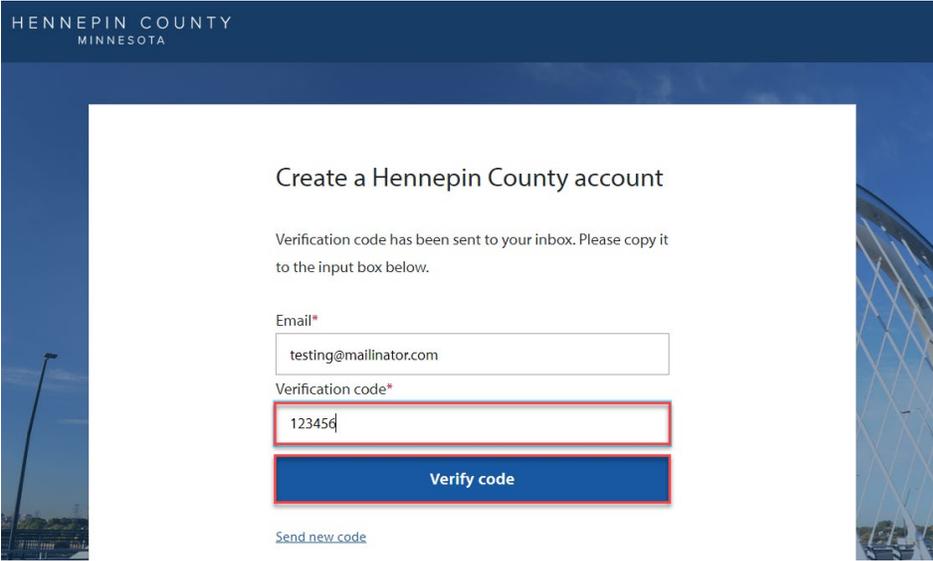
6. Complete password and name fields and select **Create**.