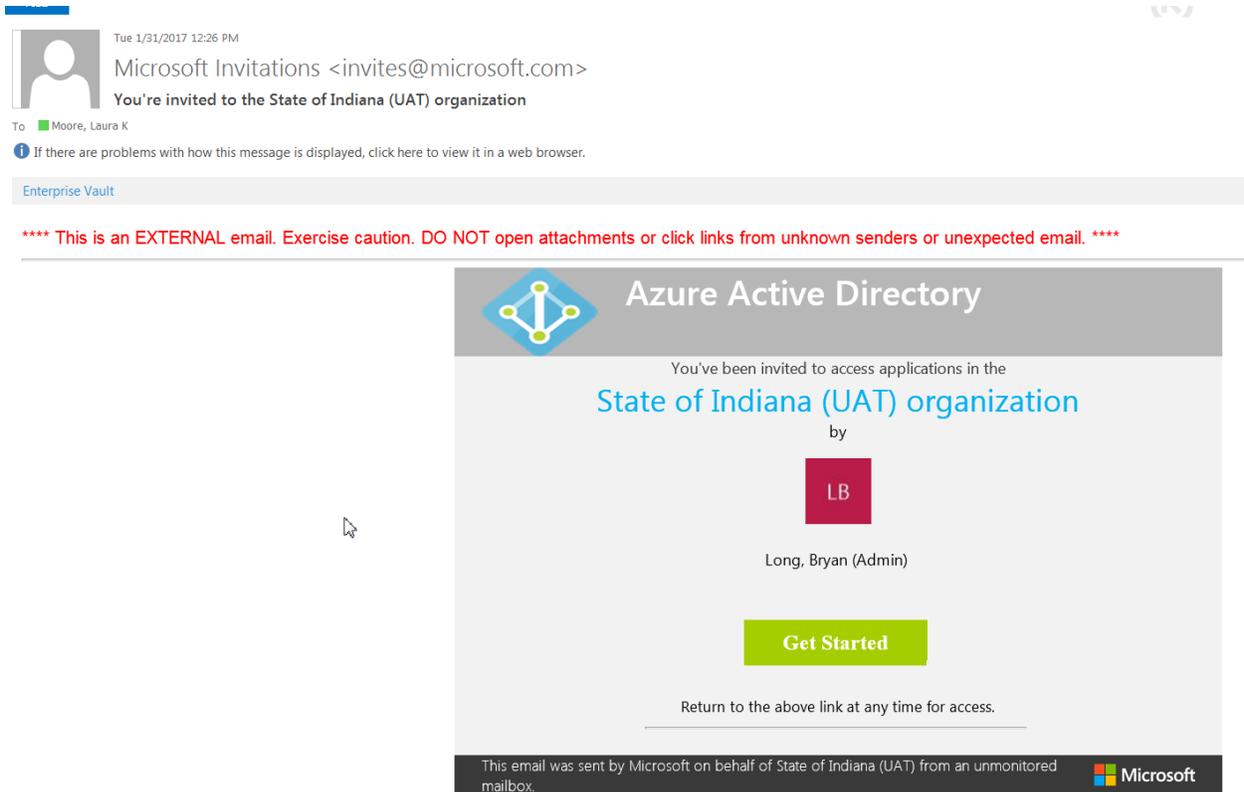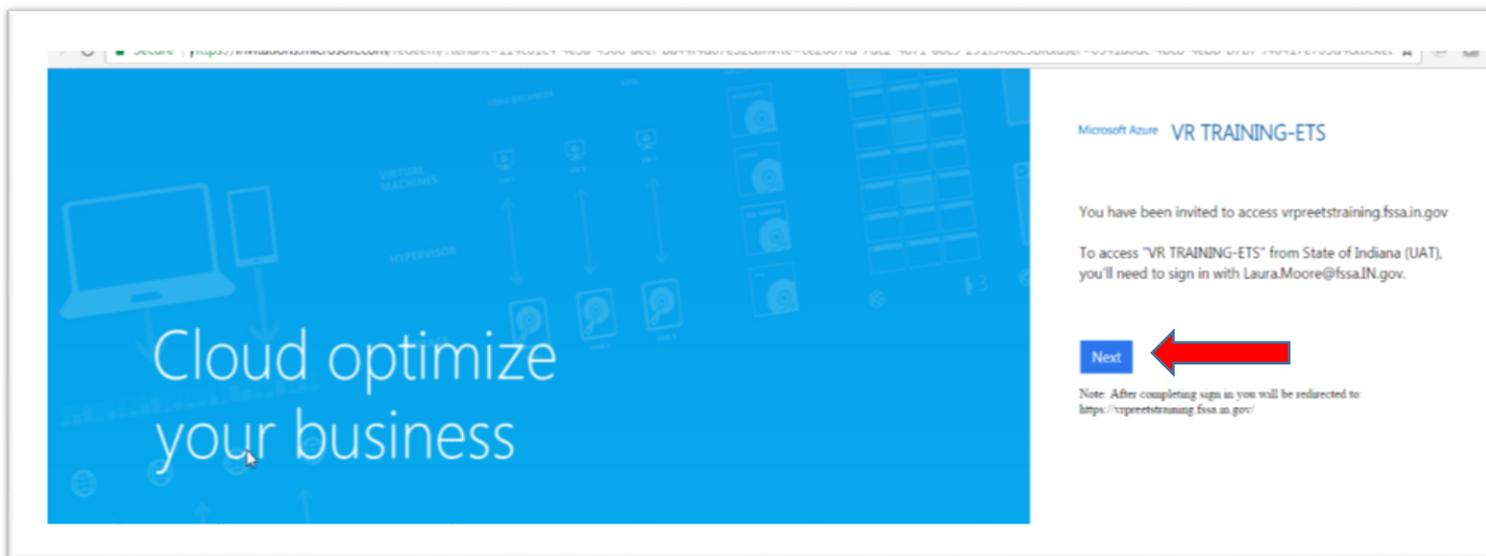## Azure Active Directory – How to Complete your Pre-ETS Vendor Portal Registration

1. You will receive an email from Microsoft Invitations inviting you the State of Indiana Prod environment.
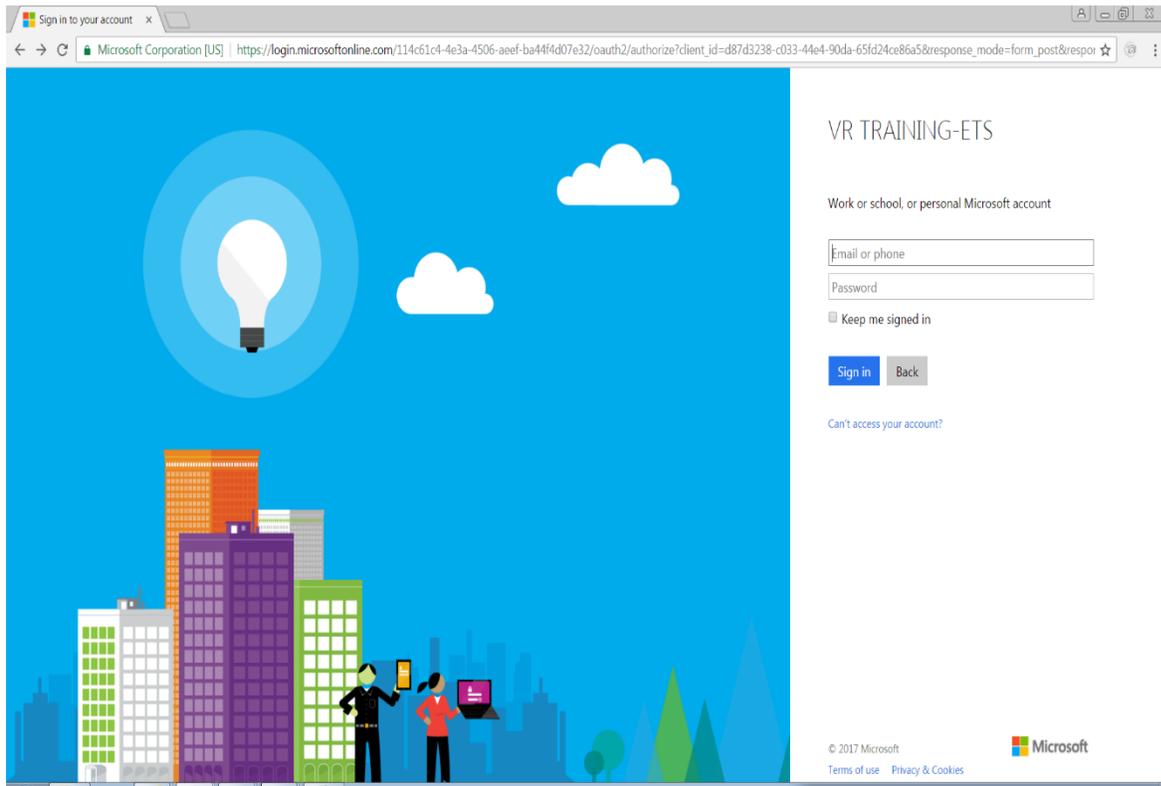
   If you are connected to the internet, click the ==Get Started== button in the email.
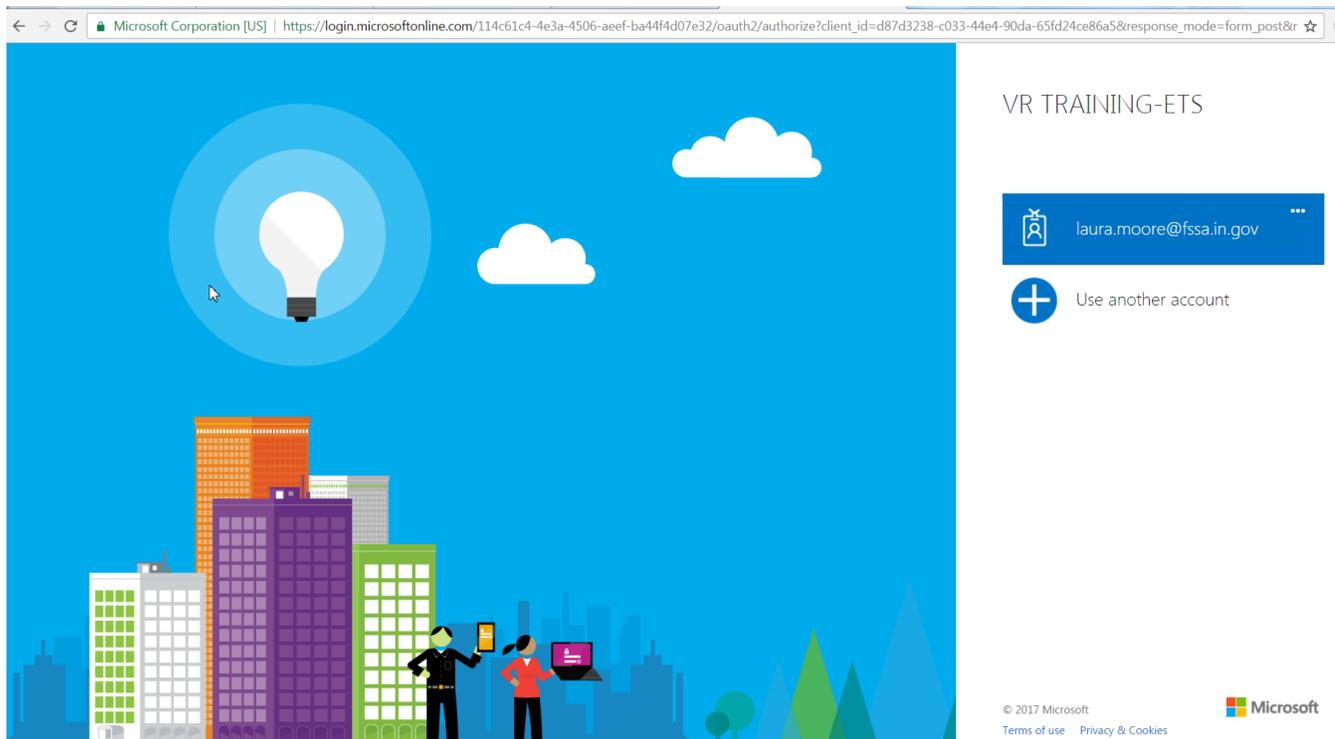

2.   The next screen will show the email address that you must use for the initial sign-in. Again this won't show VR Training, it will show something like VR Prod in the invitation that you receive. Click ==Next.==

Rev. 3-16-17

3. The next screen is the login screen. This will prompt you to type in your email or phone number. Use the email shown in item 2. This is the email address with which you were registered. [For State Network users, the password is your normal State network password.]
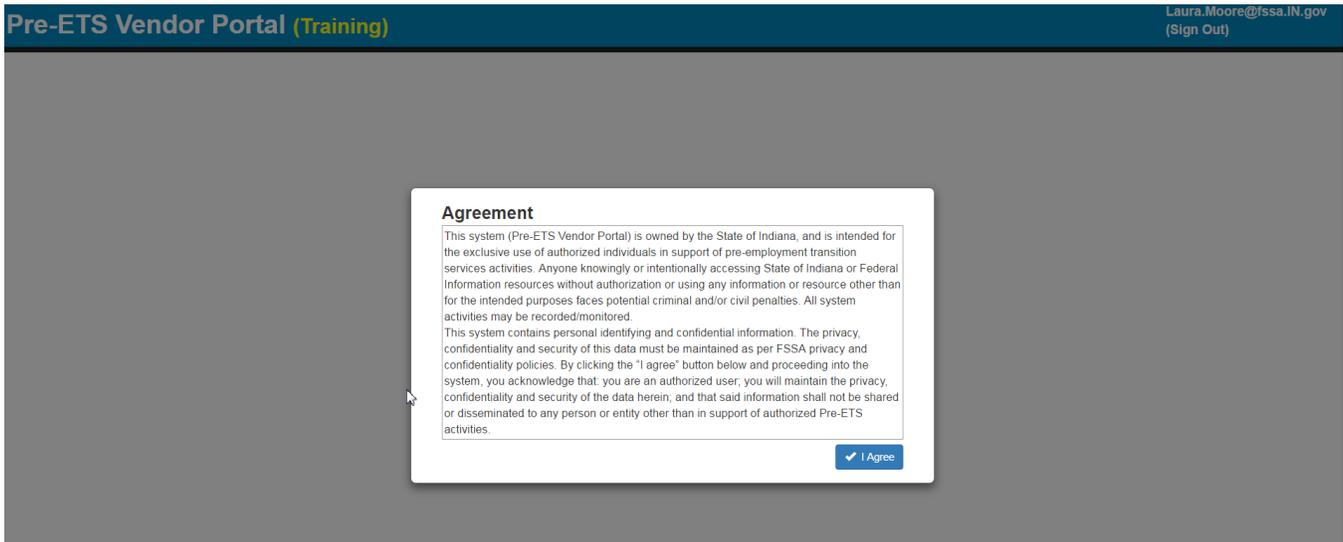

4. On subsequent entries to the portal, you may see a screen with your email account highlighted in blue. Click on your email account to proceed.

Rev. 3-16-17

5. You will briefly receive a message that you are being redirected to the Pre-ETS page.

   Upon arriving at the Pre-ETS page, _the first time_ that you access the page you will be prompted with a User Agreement.

Click I Agree to proceed. You won't be prompted with the agreement again for the production environment.

6. After clicking I Agree, you will be presented with the Pre-ETS Vendor Portal production environment. From here, you can proceed as desired.

    Bookmark the URL: https://vrpreets.fssa.in.gov/ . You can then use this URL to go to directly to Pre-ETS after your initial registration.

Rev. 3-16-17