

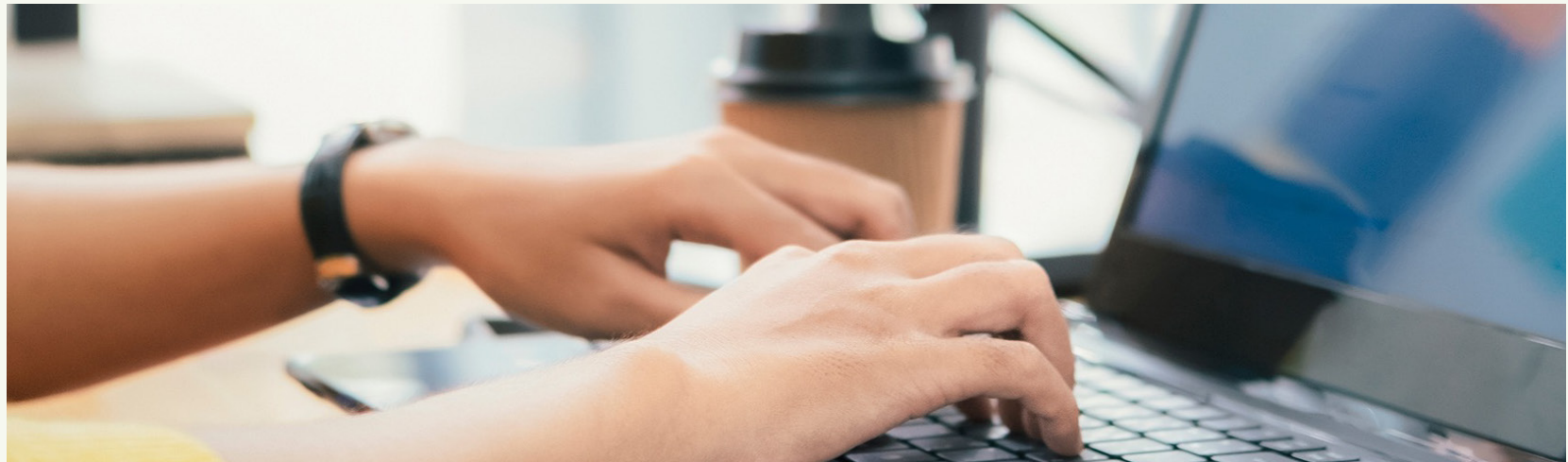
2026 - 2027

Surrey Place Website

# How-to Help Guides

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Learn how to register for a new account



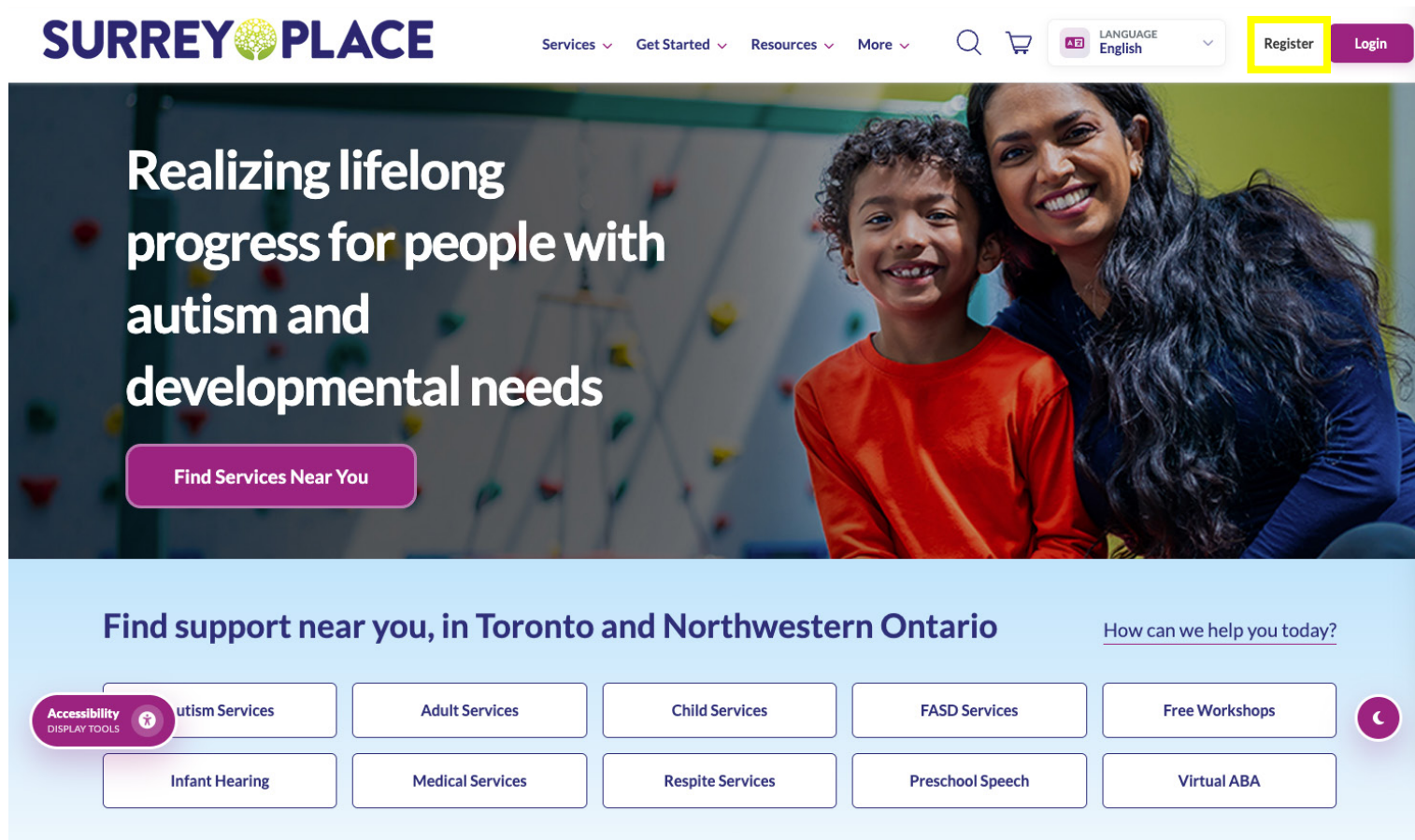
**SURREY**  **PLACE**



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### STEP 1:

- ▶ To access the Registration form, click **Register** found at the top-right hand side of the browser.



You will be redirected to **Create an Account** page.

It contains the following fields:

- ▶ First Name
- ▶ Last Name
- ▶ Phone Number
- ▶ Date of Birth
- ▶ Password
- ▶ Confirm Password

The screenshot shows the 'Create an Account' page on the Surrey Place website. The header includes the Surrey Place logo, navigation links (Services, Get Started, Resources, More), a search icon, a shopping cart icon, a language dropdown (English), and 'Register' and 'Login' buttons. Below the header is a breadcrumb trail: HOME / CREATE ACCOUNT. The main content area is titled 'Create an Account' with a subtext: 'Register to access the family portal and start registering for programs, today!'. The form fields are arranged in two columns: First Name, Last Name, Email, and Phone Number in the top row; Date of Birth and Password in the bottom row. The Date of Birth field has a calendar icon. The Password field has a 'Show' button. Below the form fields is a disclaimer: '\* All information entered below must belong to either: (1) the care recipient (if 18+), or (2) the care recipient's caregiver or legal guardian.' and a link to the 'Terms and Conditions & Privacy Policy'. At the bottom is a large blue 'Register now' button and a link for 'Already Registered? Login'. On the left side of the form, there is an 'Accessibility DISPLAY TOOLS' button. On the right side, there is a circular icon with a crescent moon.

**SURREY PLACE**

Services ▾ Get Started ▾ Resources ▾ More ▾

🔍 🛒

LANGUAGE English ▾

Register Login

HOME / CREATE ACCOUNT

### Create an Account

Register to access the family portal and start registering for programs, today!

**First Name**

Enter your first name

**Last Name**

Enter your last name

**Email**

Enter your email address

**Phone Number**

Enter your phone number

We will ask to verify this email address.

**Date of Birth \***

yyyy-mm-dd

You must be at least 16 years old to register.

**Password \***

Enter password Show

**Confirm Password \***

Re-enter your password Show

\* All information entered below must belong to either: (1) the care recipient (if 18+), or (2) the care recipient's caregiver or legal guardian.

By clicking Register, you agree to the [Terms and Conditions & Privacy Policy](#) of surreyplace.ca

**Register now**

Already Registered? [Login](#)

Accessibility DISPLAY TOOLS

### STEP 2 :

- ▶ **Fill out each field.**
- ▶ To fill out each field, click and type.

- ▶ Once complete, select **Register Now**

#### Create an Account

Register to access the family portal and start registering for programs, today!

First Name

User

Last Name

Name

Email

username@email.com

Phone Number

14165551234

We will ask to verify this email address.

Digits only (example: +14165551234).

Date of Birth \*

1990-08-08

You must be at least 16 years old to register.

Password \*

.....

Show

Confirm Password \*

.....

Show

- ✓ At least 8 characters
- ✓ Uppercase & Lowercase letter
- ✓ At least 1 number
- ✓ At least 1 symbol

Passwords match

\* All information entered below must belong to either: (1) the care recipient (if 18+), or (2) the care recipient's caregiver or legal guardian.

By clicking Register, you agree to the [Terms and Conditions](#) & [Privacy Policy](#) of surreyplace.ca

Register now

Already Registered? [Login](#)

### Helpful Reminder

A password must have the following:

- ▶ At least 8 characters
- ▶ Uppercase and Lowercase letters
- ▶ At least 1 number
- ▶ At least 1 symbol

You will be shown what is not valid (✗) and what is (✓).

When all 4 requirements are met you will see all ✓

Password \*

 [Show](#)

✓ At least 8 characters

✗ Uppercase & Lowercase letter

✓ At least 1 number

✗ At least 1 symbol

Password \*

 [Show](#)

✓ At least 8 characters

✓ Uppercase & Lowercase letter

✓ At least 1 number

✓ At least 1 symbol

## HOW TO REGISTER A NEW ACCOUNT

Surrey Place Website

## How-to Help Guides

### STEP 3 :

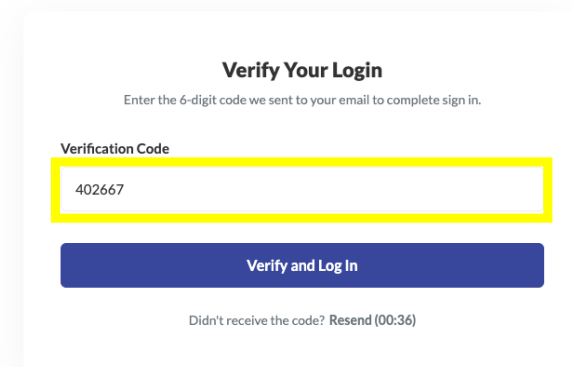
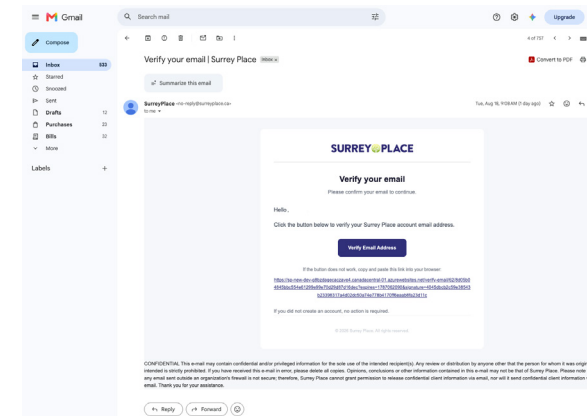
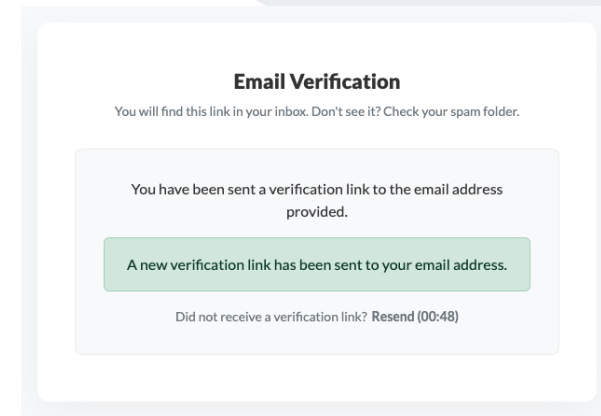
- ▶ You will now need to **verify you email address**.
- ▶ A 6-digit verification code will be sent to your email.

### STEP 4 :

- ▶ Navigate to your email and copy the **6-digit verification code**.

### STEP 5 :

- ▶ Enter the **6-digit code** that you copied from your email then click **Verify and Login**.

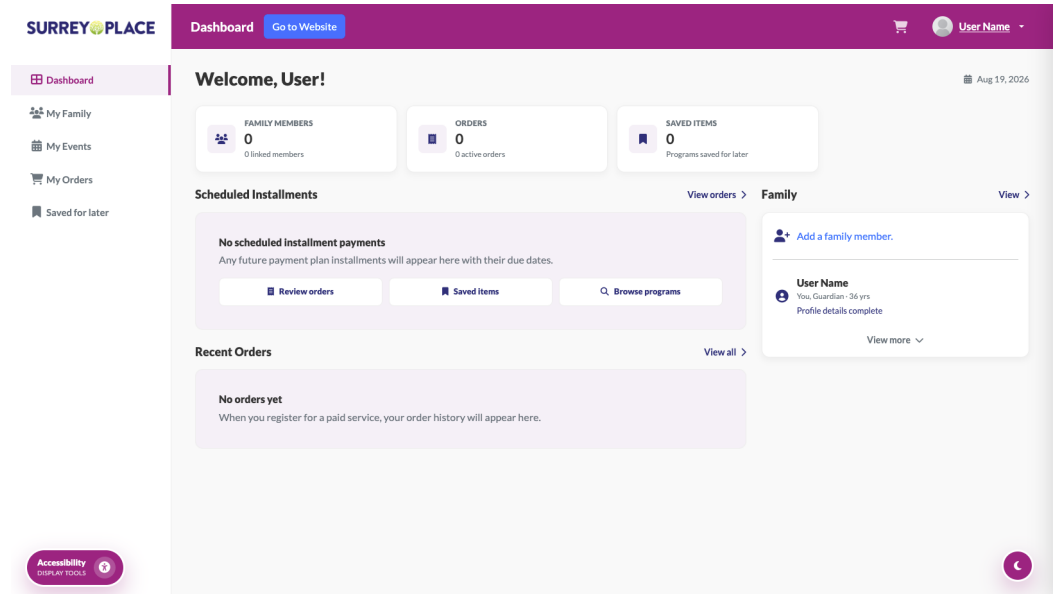


## HOW TO REGISTER A NEW ACCOUNT

Congratulations, you are now registered! You will be redirected to the **User Dashboard**.

### Next Step:

- ▶ You are now ready to start registering for services.
- ▶ To add another person to the account, select **Add A Family Member**.



# Thank You

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