

SHIP NPR Registration Instructions

1. Go to <https://shipnpr.acl.gov/UserRegistration.aspx>
2. Complete the mandatory fields marked with a red asterisk (*) as follows:

*Role: "Agency User"

*State: "Alaska"

*Agency: (select your agency) – if you don't find your agency please email jeanne.larson@alaska.gov for assistance

*First Name: (your first name)

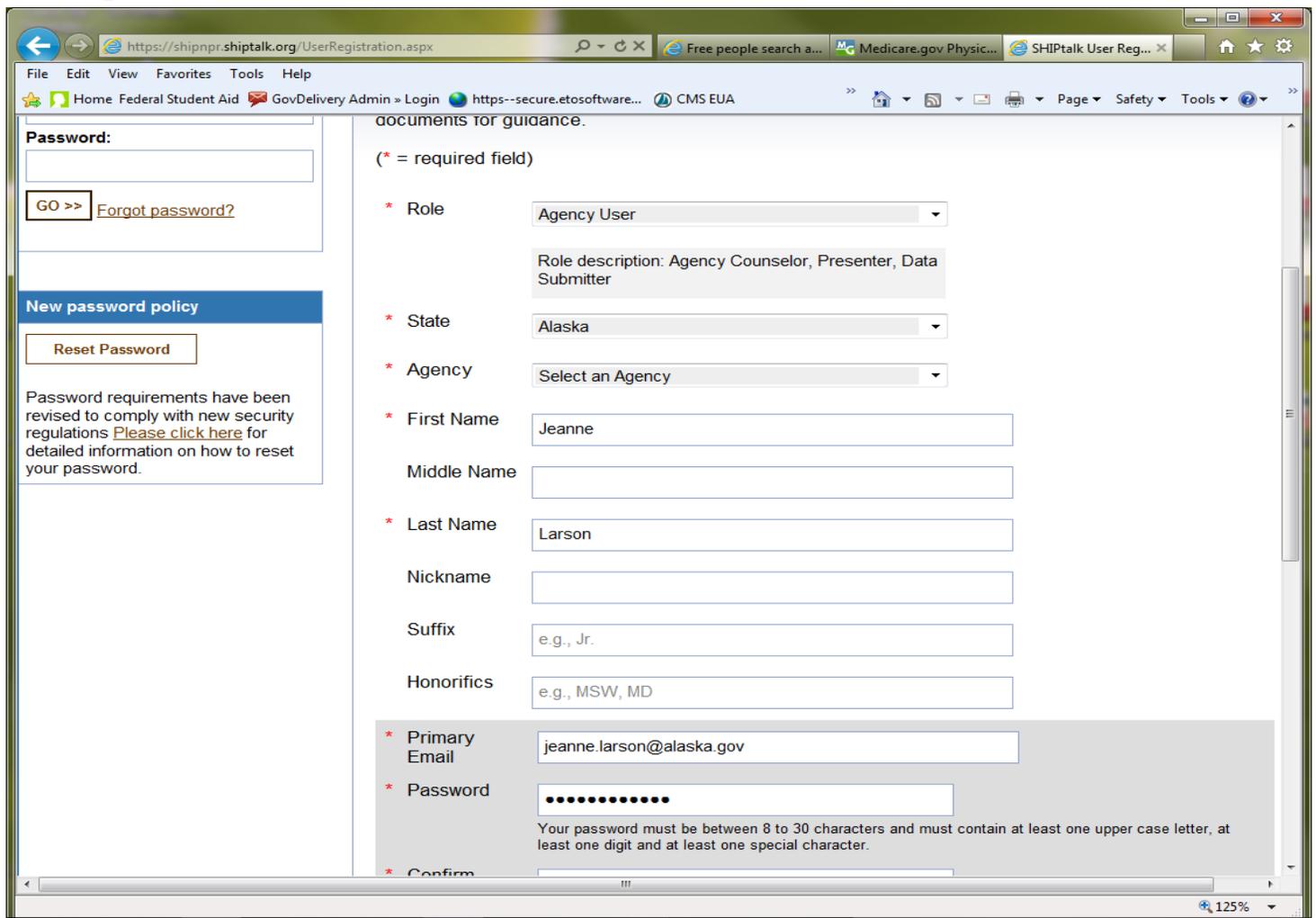
*Last Name: (your last name)

*Primary Email: (enter email address you use regularly)

*Password: (create a password following specified requirements)

*Primary Phone: (your phone number)

Example:



The screenshot shows a web browser window displaying the SHIPtalk User Registration page. The browser's address bar shows the URL <https://shipnpr.shiptalk.org/UserRegistration.aspx>. The page content includes a "Password:" field with a "GO >>" button and a "Forgot password?" link. Below this is a "New password policy" section with a "Reset Password" button and a message: "Password requirements have been revised to comply with new security regulations. Please click here for detailed information on how to reset your password." The main registration form is titled "documents for guidance." and includes a legend: "(* = required field)". The form fields are as follows:

- * Role: Agency User (dropdown menu)
- Role description: Agency Counselor, Presenter, Data Submitter
- * State: Alaska (dropdown menu)
- * Agency: Select an Agency (dropdown menu)
- * First Name: Jeanne (text input)
- Middle Name: (text input)
- * Last Name: Larson (text input)
- Nickname: (text input)
- Suffix: e.g., Jr. (text input)
- Honorifics: e.g., MSW, MD (text input)
- * Primary Email: jeanne.larson@alaska.gov (text input)
- * Password: (text input with masked characters)
- Your password must be between 8 to 30 characters and must contain at least one upper case letter, at least one digit and at least one special character.
- * Confirm: (text input)

Task Functions and Access Authorizations (check all that apply)

-Please check off “Counselor”, “Data Submitter” **and** “Public and Media Staff”

Primary Email: jeanne.larson@alaska.gov

* Password: [Redacted]

* Confirm Password: [Redacted]

Secondary Email: [Redacted]

* Primary Phone: (907) 269-3649

Secondary Phone: e.g., 202-555-1234 x1234

Task Functions and Access- Authorizations (Check all that apply)

- Counselor
- Data Submitter
- Public and Media Staff
- Data Editor/Reviewer
- Other Staff (NPR Read Only)
- Other Staff (SHIP Read Only)

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Enter the text from the image or sound above

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Register!

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Click the brown register button once all fields entered and then you should see this message:

Success!

You have successfully submitted your registration form. We will be contacting you at the email address you provided during registration. Please follow the instructions in the email to verify your registration request and submit it for approval.

Important!

To verify your email address and finish the registration please look for an email from ShipNPRHelp@technicalfrontiers.com and click on the link in the email.

If you get lost in this process, please call the Medicare Information Office staff at (907) 269-3680 or 1-800-478-6065.