

Become an FC2 Distributor: Instructions for on-line registration

Please designate **one contact person** who will take the training and who will be ordering FC2s through our on-line system.

Once the contact person has completed the training, your agency will be an official San Francisco FC2 Distributor. What this means is:

- you'll be able to order as many **free** FC2s as you need from us, to be distributed free of charge to your clients/student
 - you'll be listed on our website as an FC2 Distributor with contact information and directions to your location
 - you'll also have access to all our FC2 educational materials, including palm cards, posters and instruction sheets in English and Spanish
1. Click on the following training [link](#), which is also accessible on our website. You will be directed to a login screen (See image below). Please click on “Create Learned Account”

Login Screen:

WELCOME

Username

Password

Organization Code

* If you are logging in as a learner, you must enter your organization code in the field above.

[Forgot Password?](#)

2. You will be directed to a screen called “Select Organization” (see attached image below) Please enter the following “Organization Code”: **SFDPHSTD** then click **Next**

Select Organization

Please input the organization code or choose an organization from the list:

Organization Information

Input Organization Code

Organization Code: SFDPHSTD

or Select from Organization List

You can choose an organization to join by click on it. Email verification or administrator's permission might be required by some organization.

WisdomArchitect; Verify: Administrator

3. You will be directed to a screen called "Create a New Account" (see image to the right)
Please enter your account Information

For your USER NAME: please use your initials and the name of the agency/venue that you work for (example: John Smith from City Clinic – username: JScityclinic) →

Create a New Account
You need administrator's permission to join this organization.
Please fill out your details below to create your new user account:
* Passwords are required to be a minimum of 6 characters in length.

Account Information:

User Name *

First name *

Last name *

Email address:

Password *

Confirm password *

City

State/Province

ZIP/Postal Code

Phone Number

Organization Code

SFDPHSTD

Please remember Organization Code, it will be required when you login later.

4. Once you have entered all your account information, **click REGISTER** →

You will then see this message:

User request has been sent, please wait for the administrator to process your request. You could not access the courses until your request is accepted.

Page will redirect to Logon in 20 seconds, if not please click here to [Logon](#).

Disregard the prompt to logon. Just wait for us to send you an e-mail letting you know that your account has been approved.