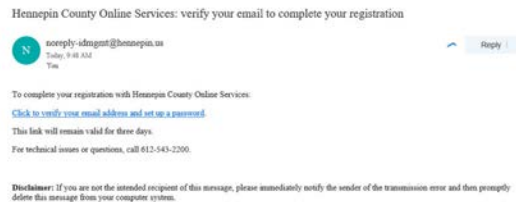
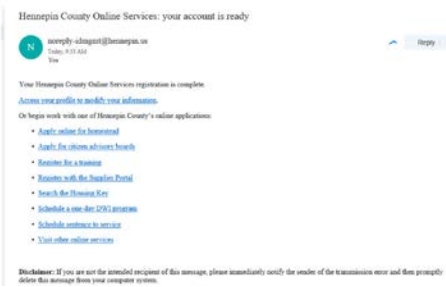


NEW USER REGISTRATION PROCESS – (If you are a returning user please follow the steps under the returning user process below)

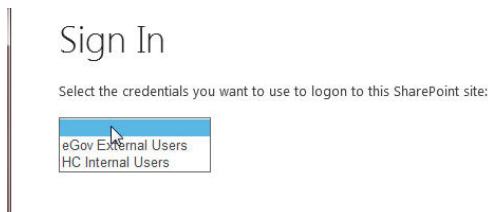
1. Navigate to <https://register.hennepin.us/>
2. Accept the User Agreement by clicking the I Agree checkbox and then click the Continue button.
3. Type in your account information (Email, Name) and then click Continue button. Note: Only fields denoted with an "*" are required.
4. Go to your email account you just registered with, open the verification email, and then click on the Verification link. Note: The verification link will remain active for 3 days. Screen shot below.



5. Type in your password information and select and answer the security questions and then click the Continue button.
6. You will then get an email stating your account is ready. Screen shot below. This email is only informational. No action is required.



7. Please click on the below link:
 - a. [HennPlace Asset Management Site](#)
 - b. At the Sign In screen, click on the drop down and select eGov External Users



8. You will see the screen shot below:

Let us know why you need access to this site.

Type your message here

9. Please enter your justification in the box like the screen shot above by typing: I need access to this site to share documents with Jamie Hendrickson/Derek Sunstrom. Click on the send request button.

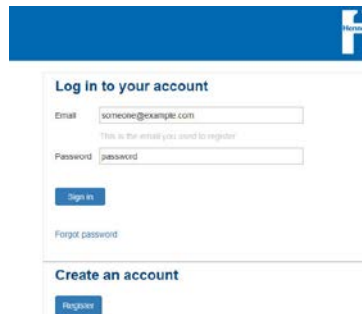
10. You will receive an email when you have been approved. Screen shot below.



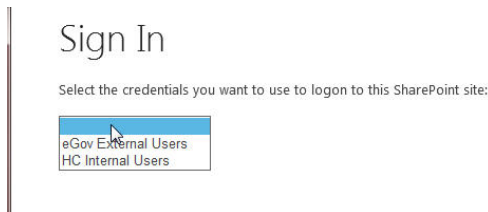
11. In the email you can click on the words Go to the site or click on the link below:

a. [HennPlace Asset Management Site](#)

12. Login into your account like the screen shot below



13. At the Sign In screen, click on the drop down and select eGov External Users

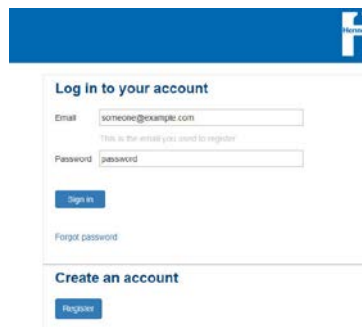


RETURNING USER PROCESS

1. Please click on the below link:

a. [HennPlace Asset Management Site](#)

2. Login into your account like the screen shot below



3. At the Sign In screen, click on the drop down and select eGov External Users

