Register as a First Time User Job Aid

This job aid will enable first time users of the Matching Gift / Good Neighbor Grant® site to register an account and create a password.

When

The first time an associate accesses the Matching Gift / Good Neighbor Grant site.

Who

This job aid is intended for first time users of the Matching Gift/Good Neighbor Grant site.

How

1) Select the Create your password link.

2) Enter required Registration Information.
   - First Initial
   - Last Name
   - Associate ID or Letter A and State-Agent Code
     - Employees enter your Associate ID (can be found in Outlook.)
     - Retirees enter your Associate ID (refer to matching gift retiree letter or contact the HRSC at 1-877-272-1999)
     - Agents Enter the Letter "A" then the 2-digit State and 4-digit Agent code with no spaces or dashes.
   - Enter your password twice.
     - Passwords must be between 6 and 32 characters.
     - Any letter or number is valid.
     - The following special characters are also allowed '!#$-_'.
     - The password 'password' is not valid.

Click the Submit button.
### Additional Information

This is the error you will see if you have previously registered. If you don’t remember your password, click the **Forgot your password?** link.

![Log In](image_url1)

Enter your ID and E-mail address, click the **Submit** button. You will receive a system generated email with a link to reset your password.

![Password Reset](image_url2)

If you encounter any difficulty setting up your account, click the “Need Support” button and complete the support form. You may also call the State Farm Companies Foundation support line at 1-877-369-0872.

![Need Support?](image_url3)