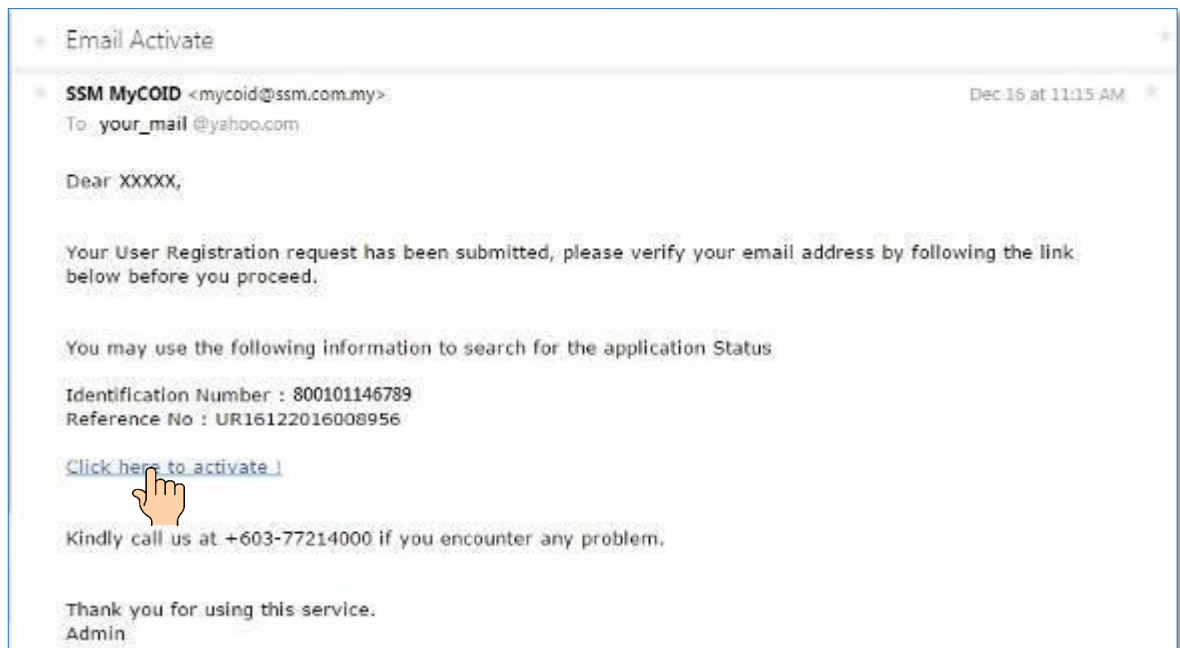


1.2 How to Verify and Activate Your MyCoID Account

Upon Clicking the Submit button, you will see a notification message saying that an email has been sent to the email address you have registered with MyCoID.

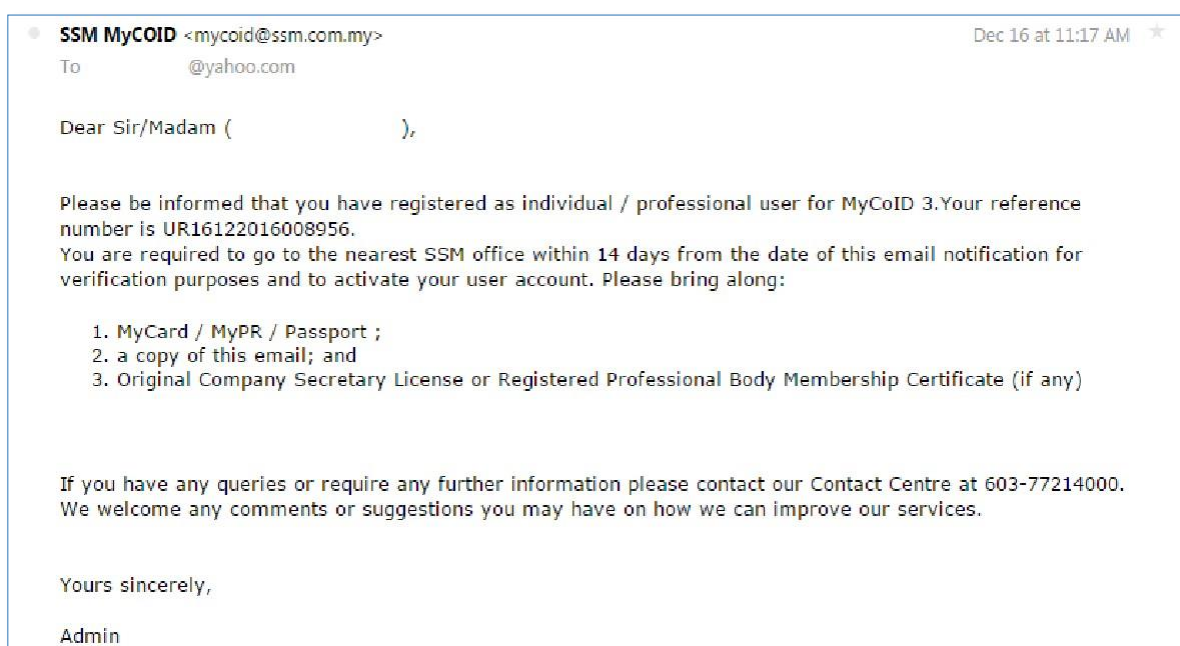
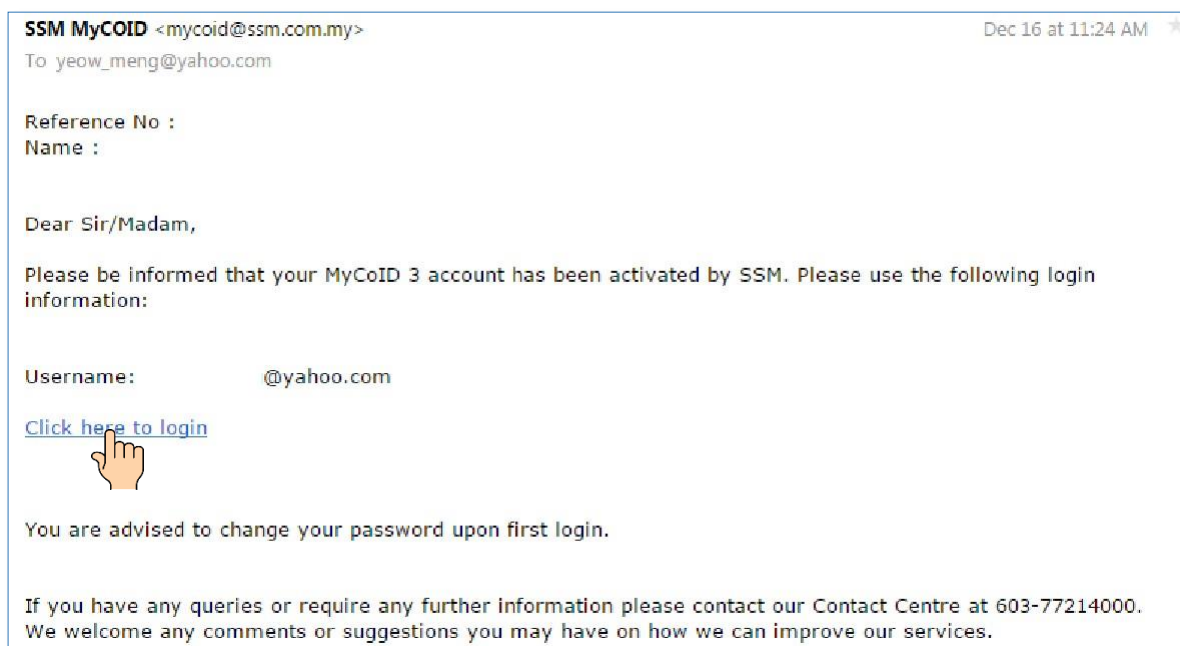
1. Open the email with the titled “Email Activate” that were sent by the MyCoID system.
2. You are required to perform email verification by following the link in the email. Click on



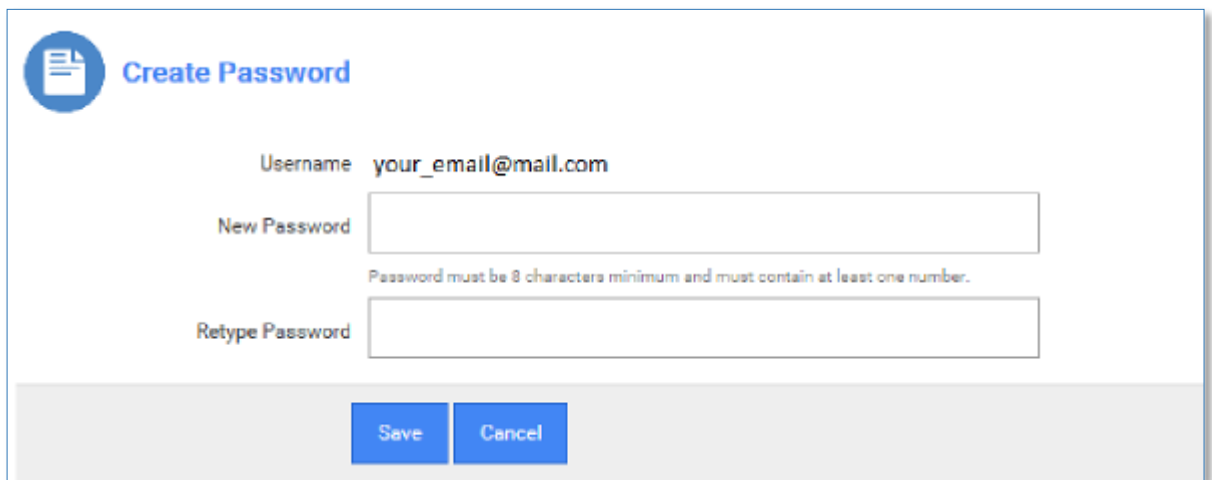
“Click here to activate!” hyperlink to perform the verification.

3. Once you have perform the email verification, another email titled “Verification at Counter” will be sent to you via the system.
4. You are required to validate your registration by visiting the nearest SSM counter. Full details can be found in the email.

5. Once you have verified your account at the nearest SSM counter, you will receive another email with a link for you to activate your MyCoID account.



6. Click on “[Click here to login](#)” hyperlink in the email. Once clicked, you are redirected to a page where you are needed to create a login password.
7. Key in the new password on both **New Password** and **Retype Password** fields.



The image shows a 'Create Password' dialog box. It has a title bar with a document icon and the text 'Create Password'. Inside, there is a 'Username' field with the text 'your_email@mail.com'. Below it is a 'New Password' field, followed by a small text requirement: 'Password must be 8 characters minimum and must contain at least one number.' Below that is a 'Retype Password' field. At the bottom, there are two buttons: 'Save' and 'Cancel'.

Create Password

Username `your_email@mail.com`

New Password

Password must be 8 characters minimum and must contain at least one number.

Retype Password

Save **Cancel**



Both passwords must be identical

8. Once you have created the password, you are then automatically login to the MyCoID system.