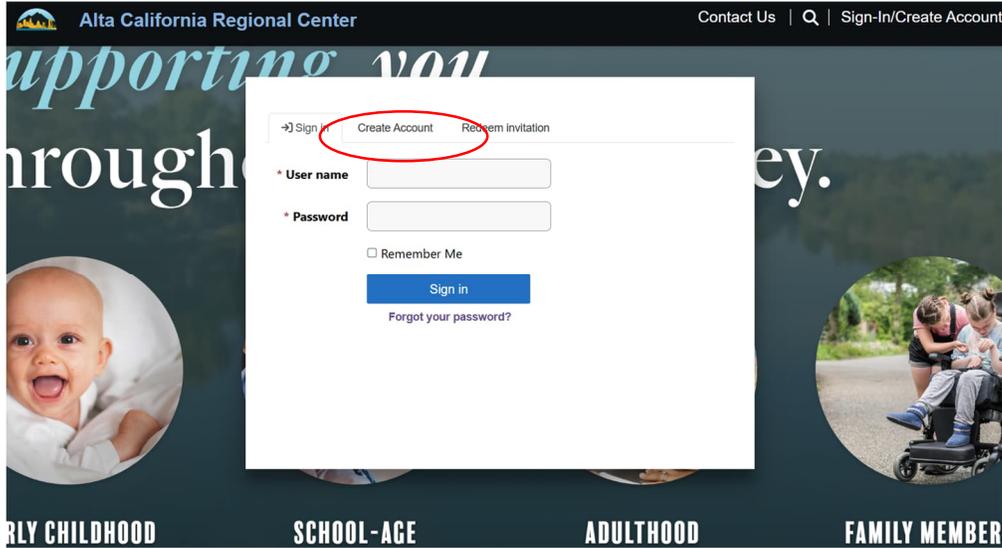
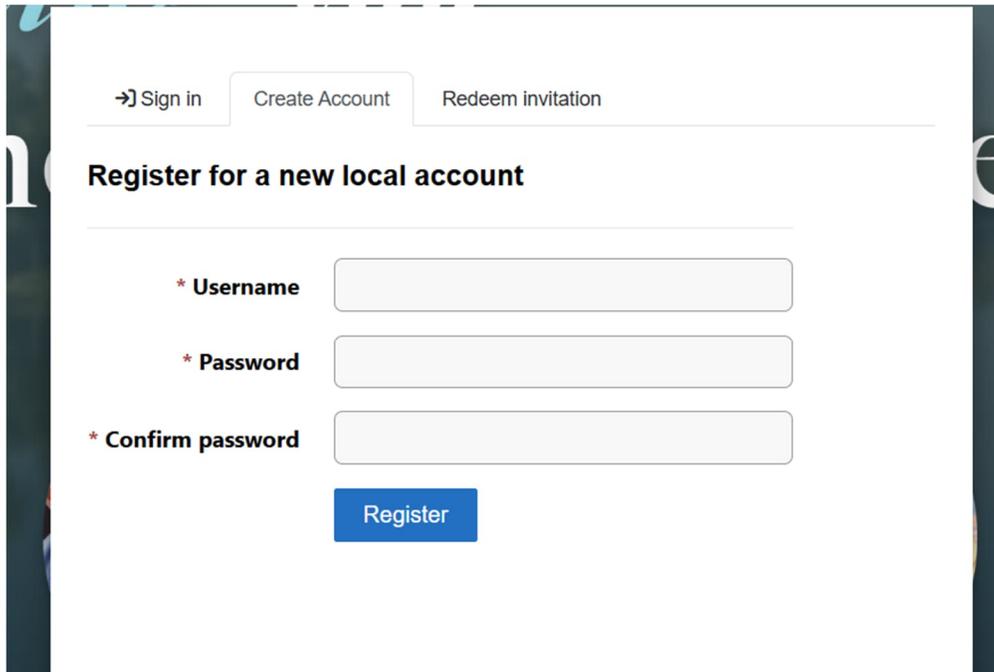


## How to submit an online application:

1. Create an Account at [Sign in · My Alta](#)
2. Select the Create Account Tab:



3. Create a username and password:



4. Complete all required fields:

The screenshot shows a 'Profile' form with a sidebar on the left containing 'Profile', 'Security', 'Change Password', and 'Change Email'. The main area contains instructions: 'Please provide some information about yourself. The First Name and Last Name you provide will be user in communication with you. The Email Address and Phone number will be used to contact you.' Below this is a 'Your Information' section with fields for First Name, Last Name, Phone, E-mail, Title (for Professional/Clinical Accounts), Preferred Expressive Language, and Preferred Written Language. Asterisks indicate required fields.

5. Creating an Alta account requires an email account:

Free email service options:

[Google Mail](#)

[Yahoo Mail](#)

6. Provide your address information:

The screenshot shows a form with four input fields. The first field is labeled 'Full Physical Address'. The second field is labeled 'Suite/Apartment/Number (Physical)'. The third field is labeled 'Full Mailing Address'. The fourth field is labeled 'Suite/Apartment/Number (Mailing)'.

7. Select the type of account you want to create:

**You must select only one.**

Select your account type (select only one)

**Client or prospective client of ACRC**

No  Yes

**Relative or legal representative of a client or prospective client of ACRC**

No  Yes

**Third-party professional of a client or prospective client of ACRC (e.g. healthcare or education professional)**

No  Yes

8. Let us know how we can contact you:

**Email**

**Fax**

**Phone**

**Mail**

9. Once all required and optional information is completed, click Update:

Update

10. You will see a notification that your email requires confirmation, click the Confirm Email link:

! Your email requires confirmation

Confirm Email

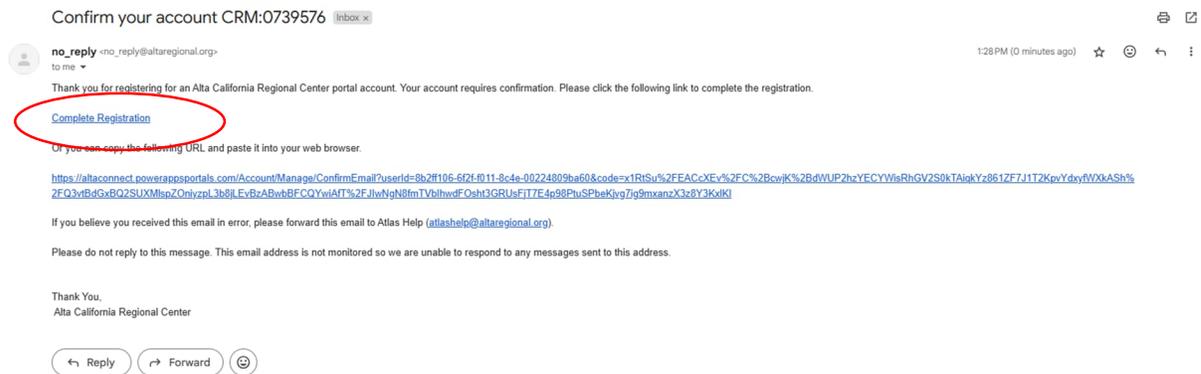
11. You will see a notification that a confirmation email has been sent:

# Confirm E-mail

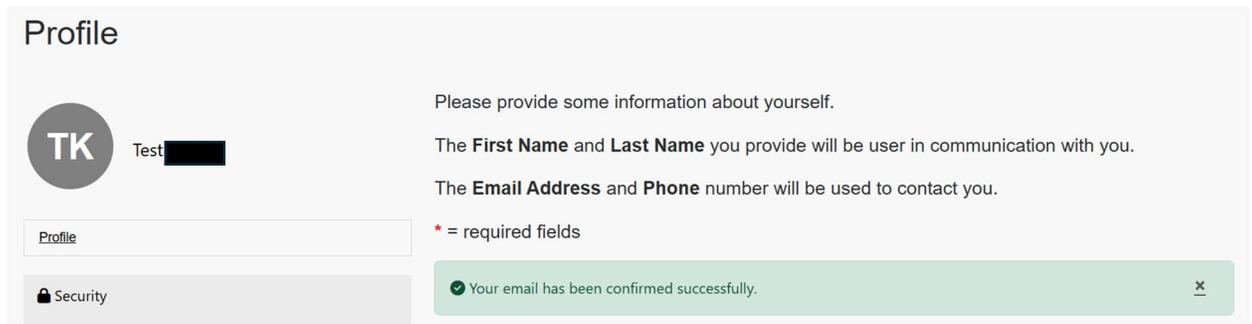
Confirm your E-mail: An email has been sent to below email address. Please follow instructions provided in email to confirm.

E-mail

12. Check you email account for an email from no\_reply ([no\\_reply@altaregional.org](mailto:no_reply@altaregional.org)) with a subject line that reads Confirm your Account, Click the Complete Registration link:



13. You will then see a message in your profile that your email has been confirmed successfully.



14. You can then click the Home link to return to Home Page to begin a New Intake Request:



15. Click the New Intake Request link to begin an application:

The screenshot displays the user interface for the Alta California Regional Center. At the top, a dark navigation bar contains the logo and name 'Alta California Regional Center' on the left, and navigation links for 'Home', 'Instructional Video', 'Contact Us', a search icon, and a user profile dropdown labeled 'Test'. Below the navigation bar, the page is divided into two main sections: 'My Information' on the left and 'Summary' on the right. The 'My Information' section includes a 'Profile' sub-section with the name 'Test Kothe' and a 'Choose File' button next to the text 'No file selected'. Below this is an 'Address' section. The 'Summary' section features a blue header with a hamburger menu icon and the text 'My Intake Requests'. A blue button labeled 'New Intake Request' is prominently displayed and circled in red. Below the button is a table with the following headers: 'First Name', 'Last Name', 'DOB', 'Submitted On', 'Status', and 'Created On'. The table body is currently empty.