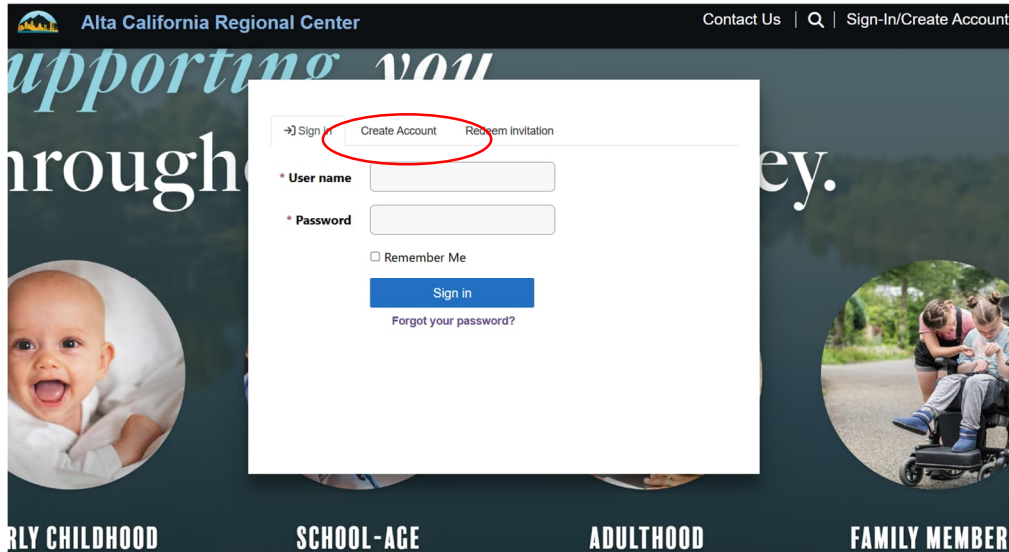


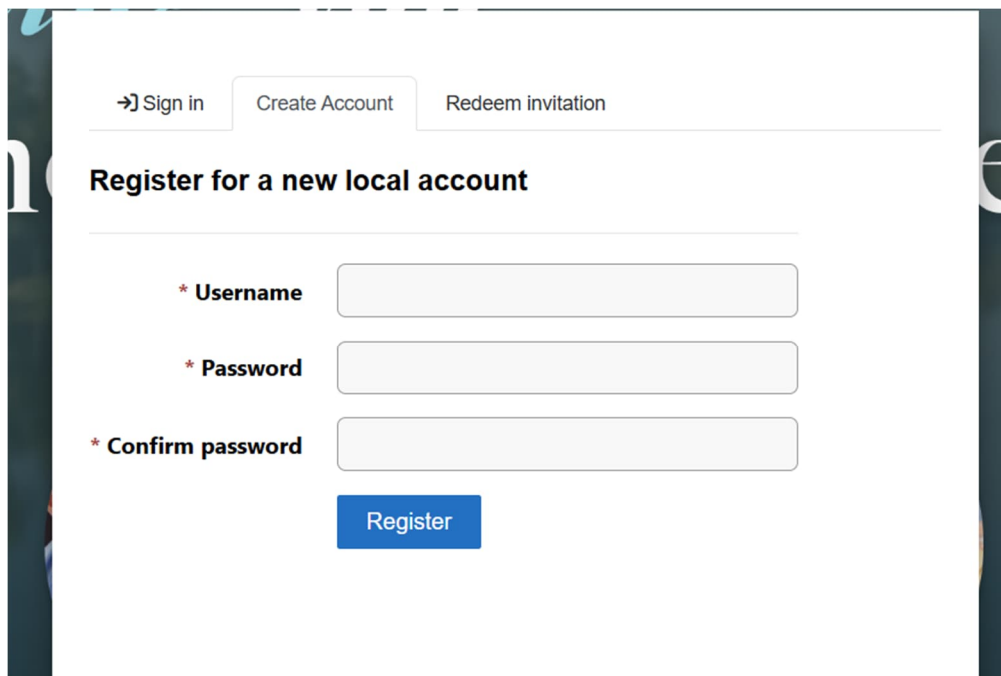
## How to submit an online application:

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



The screenshot shows the Alta California Regional Center website. At the top, there is a navigation bar with the logo, the text "Alta California Regional Center", and links for "Contact Us", a search icon, and "Sign-In/Create Account". Below the navigation bar is a large banner with the text "Supporting you through life's journey." and images of a baby and a family. In the center, there is a white box containing the login and account creation options. The "Create Account" tab is highlighted with a red circle. Below the tabs are input fields for "User name" and "Password", a "Remember Me" checkbox, a "Sign in" button, and a "Forgot your password?" link. At the bottom of the banner, there are four categories: "EARLY CHILDHOOD", "SCHOOL-AGE", "ADULTHOOD", and "FAMILY MEMBER".

3. Create a username and password:



The screenshot shows the "Register for a new local account" form. At the top, there are three tabs: "Sign in", "Create Account", and "Redeem invitation". The "Create Account" tab is selected. Below the tabs is the heading "Register for a new local account". Underneath, there are three input fields labeled "\* Username", "\* Password", and "\* Confirm password". At the bottom of the form is a blue "Register" button.

4. Complete all required fields:

The screenshot shows the 'Profile' section of an account creation page. On the left, there is a sidebar with a 'Profile' tab (active) and a 'Security' tab. Under 'Profile', there are links for 'Change Password' and 'Change Email'. The main content area has a heading 'Profile' and a sub-heading 'Please provide some information about yourself.' Below this, there are instructions: 'The **First Name** and **Last Name** you provide will be user in communication with you.' and 'The **Email Address** and **Phone** number will be used to contact you.' A legend indicates that an asterisk (\*) denotes required fields. The 'Your Information' section contains several input fields: 'First Name \*', 'Last Name \*', 'Phone \*' (with a placeholder 'Provide a telephone number'), 'E-mail \*', 'Title (for Professional/Clinical Accounts)', 'Preferred Expressive Language \*' (with a search icon), and 'Preferred Written Language \*' (with a search icon).

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 for providing address information. It consists of four sections, each with a label and a corresponding input field: 'Full Physical Address', 'Suite/Apartment/Number (Physical)', 'Full Mailing Address', and '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](#)

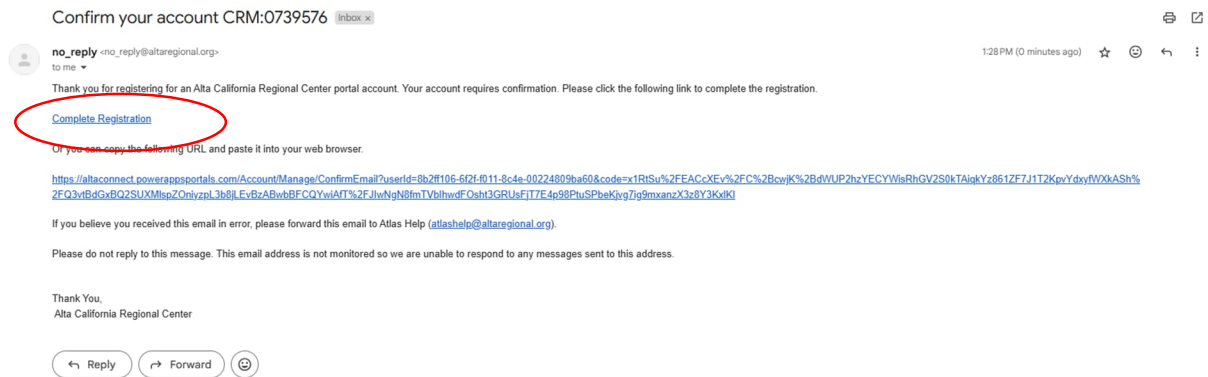
11. You will see a notification that a confirmation email has been sent:

# Confirm E-mail

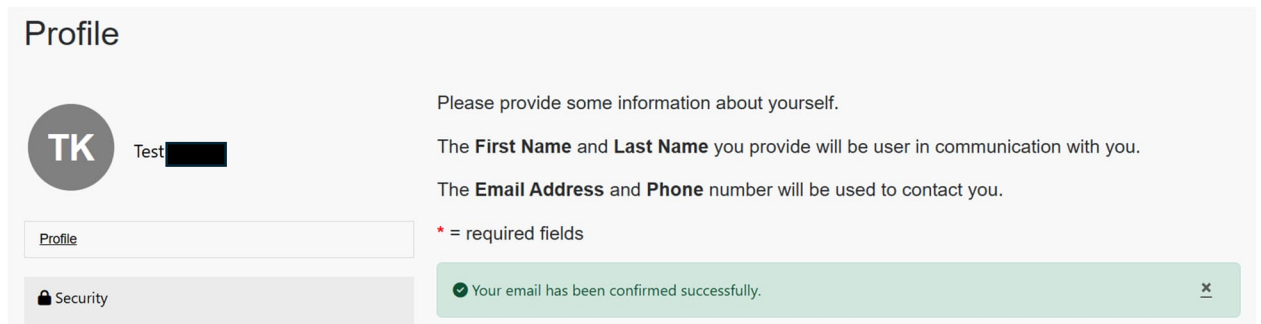
 Confirm your E-mail: An email has been sent to below email address. Please follow instructions provided in email to confirm.

**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:

 **Alta California Regional Center**

Home | Instructional Video | Contact Us |  | Test 

### My Information


**Profile**

**Test Kothe**  

Choose File No file selected

**Address**  
—

### Summary

 My Intake Requests

New Intake Request

First Name	Last Name	DOB	Submitted On	Status	Created On
					↓