

Registering with ProjectTalk Using Join Now

Note: This process is only used if you have not already been invited to Projecttalk as a Sponsored User or added as an Employee of an existing Projecttalk Company.

To register with ProjectTalk

1. Go to the ProjectTalk site at www.projecttalk.com.
2. Click **Join Now**.
ProjectTalk provides you with a brief description of all the membership levels available to users.
3. Click Registration Form. ProjectTalk launches the Registration Wizard.
4. In **step 1** of the wizard, enter your current email address and your personal information.
5. In **step 2** of the wizard, enter a member ID , a channel partner , a referring company and any notes for the Employee Administrator.
6. In **step 3** of the wizard, click **Select your Company** to select the company of which you are an employee.
7. In the **Select Company** page, enter the first few letters of your company and then click **List**. ProjectTalk will display all the companies that meet the search criteria.
8. If you are the first user in your company to register with ProjectTalk, follow the **Company Wizard** to enter details of your company. To launch the **Company Wizard**, click **New Company** from the **Select Company** form.
9. In **step 4** of the wizard, select a membership level.
If you are the first user in your company to register with ProjectTalk and you select a Collaboration or Project Management membership level, the **Account Administration** page will open on a separate browser window for you to create a new account. However, if you are the first user in your company and you select a Basic Membership, you will not be able to access the Account Administration page to create an account. Instead, you will be able to access it from within My ProjectTalk. Note that if you want to have access to Project Management or Collaboration, you must belong to an account.
10. In **step 5** of the wizard, click **Finish** to submit your registration form.
Your registration form is now being processed. Unless you are the first employee in your company to register, your registration will have to be authorized by an administrator from the company you have registered as an employee. Once the administrator has verified that you are an employee of the company and are permitted to use ProjectTalk, you will receive an email notifying you of your ProjectTalk Member ID and password.
If you are the first employee in your company to register with ProjectTalk, you are granted Master Corporate Administration (MCA) permissions. You will receive an email notifying you of your Member ID and password.