How to Create an AEPACS Account

1. **Go to the AEPACS Home page at http://adem.alabama.gov/aepacs**

2. On the home page, click "CREATE AN AEPACS ACCOUNT" button. This will direct you to the ADEM Web Portal sign in page.

3. In the ADEM Web Portal sign in page, click the "New Account? Start here" link.

4. The Terms and Conditions for the site will appear. By clicking the "Continue" button, you are agreeing with the Terms and Conditions for the requested account.

5. The "Register" page will appear. You must provide the following information to start the account registration process: Email Address, First and Last Names, Organization Name, and Title.

6. A confirmation email will be sent to the email address that you provided. Use the link in the email within 24 hours or the pending account will be removed. You will be directed to the "Complete Account Registration" page. **Do not delete the email until after you have completed all the steps to register your account.**

7. Once you have been directed to the "Complete Account Registration" page, you must provide the following before clicking the "Register" button to complete the registration process:

    - Mailing Address

    - Phone Number

    - Select 5 security questions and provide answers

    - Provide a password and confirmation of password

8. Your account has been created. You will be directed to the AEPACS home page. Click the "Sign In" button then enter the email address and password you used to create your account.

Note: The first time you attempt to sign a submission in the AEPACS system, you will be directed to complete the required identity proofing for making submissions within the system.