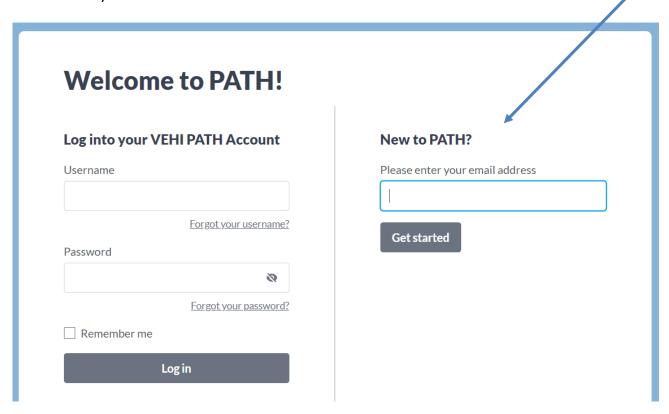




Creating Your Online VEHI PATH Account

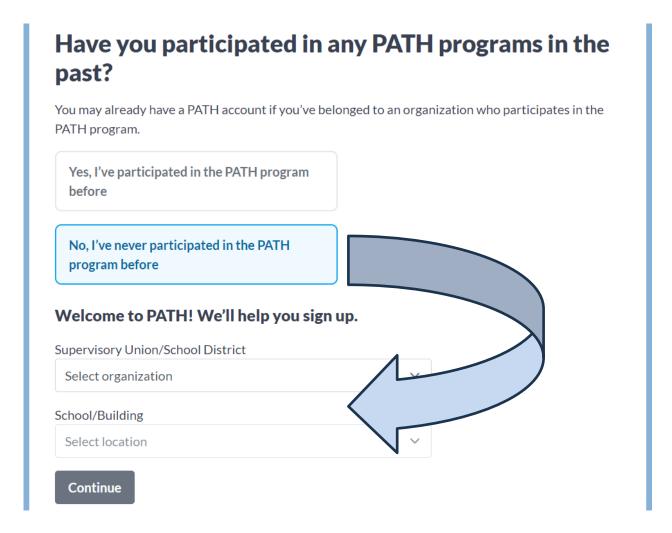
You will only need to go through this process one time. After creating your VEHI PATH account, you will simply log in using your new Username and Password.

- 1. Go to http://www.tomypath.com
- 2. Look for the "New to the Program?" option in the right-hand column.
- 3. Enter your email address and click "Get started".



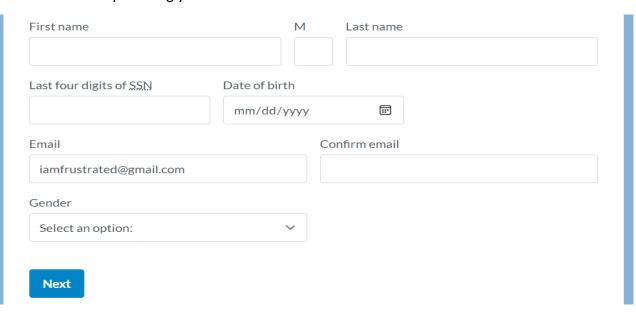
- **4.** Select an answer to the question: "Have you participated in any PATH programs in the past?" (screenshot on following page)
 - "Yes" you will be prompted to recover your existing account.
 - "No" you will ask you to select your:
 - Supervisory Union/School District* (that your school/building is in)
 - School/Building (where you physically work on a daily basis)

^{*}Note: Retired staff should select "VEHI Retirees" from the Supervisory Union/School District drop down menu.

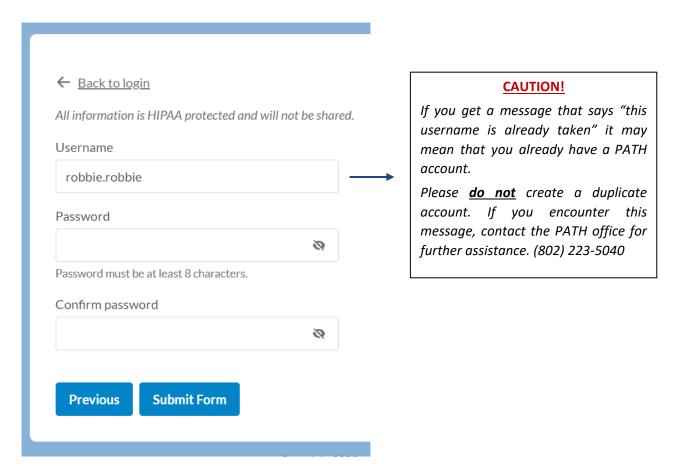


5. Complete your Profile.

NOTE: All of your personal information is HIPAA protected. Only you can see it. We ask for the last 4 digits of your SSN to verify your account when and if you request PATH administrator's help with your account. Use any 4 digits you'd like if you aren't comfortable providing your SSN.



6. Username and Passwords. A pre-populated Username will be assigned to you. You can change it if you'd like or leave it as it was assigned. Usernames cannot contain symbols such as @ so email addresses cannot be used. Enter a Password of your choosing. Be sure to save your Username and Password someplace for future reference. When ready, Submit the completed form.



<u>Congratulations!</u> You have successfully **enrolled** (created your VEHI PATH account). Your account will be here year-to-year when you return. If you change employers, please notify PATH. You will never need to create another PATH account.

After successfully creating your PATH account, you'll be taken to your "DASHBOARD". You'll land here each time you log in to VEHI PATH. Check back here regularly for new information and exciting program announcements.

