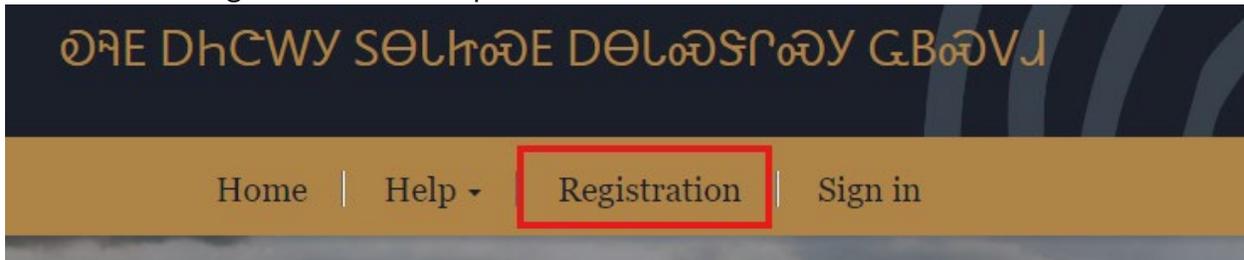


*****Before** you register for the Member Portal, you *must* contact the Enrollment Department at 828-359-6466 and verify that your information (particularly your email address) is correct and on file. ***

If you have any children under the age of 18 who have your email as a contact email, contact Enrollment and tell them to either remove the email address or move it. Just inform Enrollment that you need the email address for your dependent/child moved to line 2.

1. Go to wayvsdodi.ebci.gov
2. Click "Registration" at the top of the site.



3. Fill in your information according to what Enrollment has on file for you. If you are unsure what Enrollment has on file, you can always call to verify.
 - Be sure your enrollment number is in the correct format (R12345)
 - Also make sure you are using a *personal* email address. Do not use a work email or a temporary email address.
 - Once you have filled the information out, make sure to do the CAPTCHA code that is located at the bottom, it is case-sensitive. This ensures that a human is registering for the site and not an automated program/bot.

First Name *

Last Name *

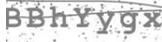
Email Address *

Verify your email address with Enrollment BEFORE registering; and ensure that you are using a personal email address.

Last 4 of Social Security Number *

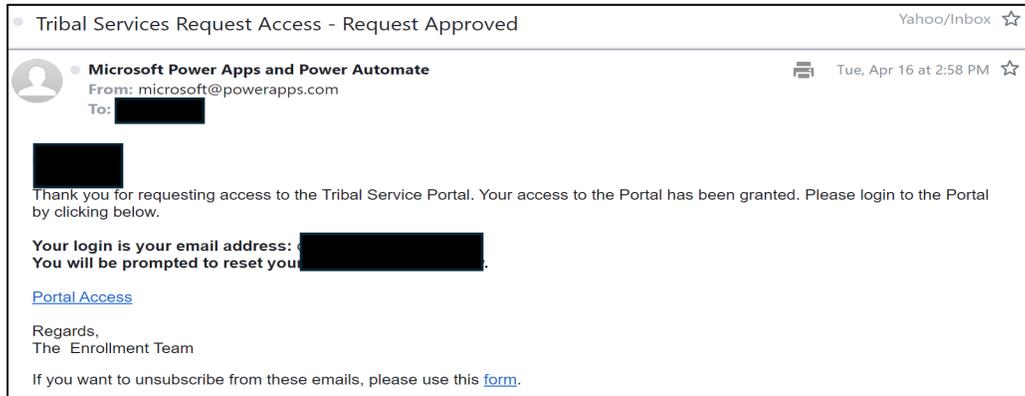
Enrollment Number *

Please make sure you are using "R" + the 5 digits in your Enrollment Number.

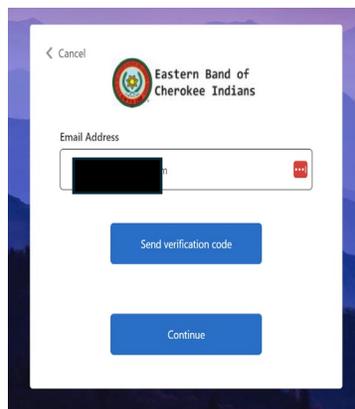

enerate a new image
lay the audio code

Submit

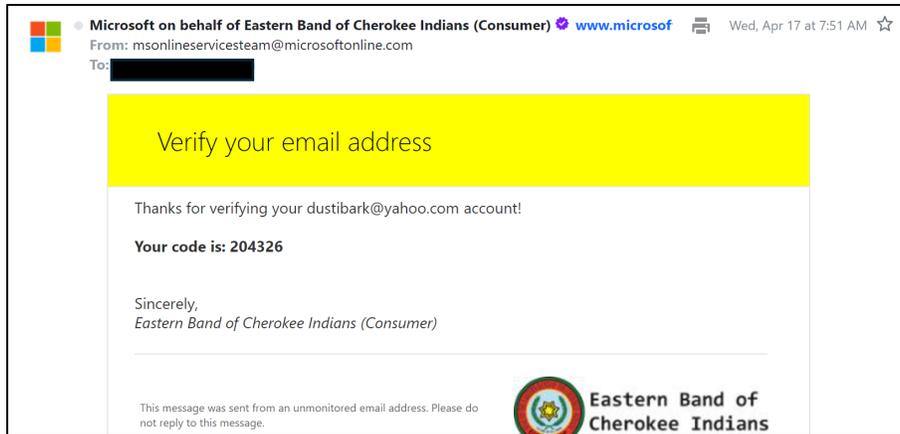
4. Once you click “Submit”, make sure to check your email for an automatic-reply message from “Microsoft on behalf of EBCI” and it will inform you if your request was successful or if there was some information that was incorrectly recorded.
 - If you get a successful email, be sure to click the “Portal Access” link and it will take you to step 5.
 - If you get a “Request Denied” email, go back to the Registration page and try again, or contact Enrollment to verify your information. If that still does not work—you can call 828-359-6800.



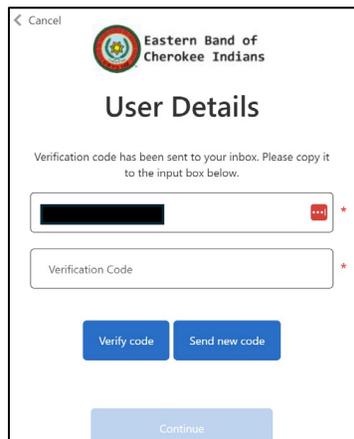
5. After you click the “Portal Access” link in your email, you should see the following screen. Again, you will have to type the email you used to register and click “Send Verification Code”, then click “Continue”. (Do NOT close out of the tab, keep it open in the background.)



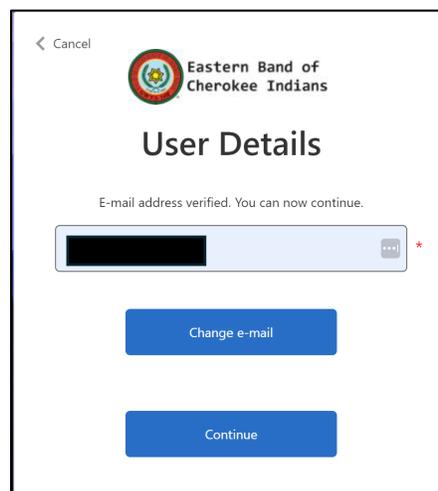
6. Look for an email that mentions “Email verification”, open it and you should see a 6-digit code.



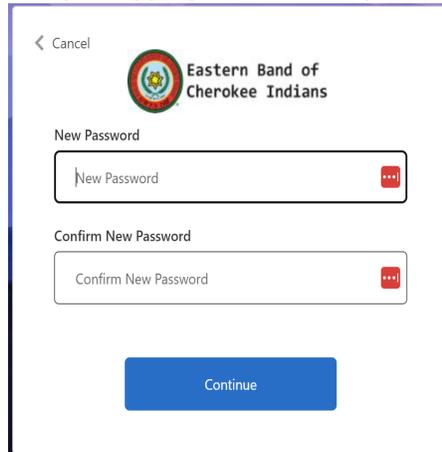
7. For the User Details section, you will need to type your email in the top box. Then, take the 6-digit code from your email and type/paste it into the second box for “Verification Code” as shown in the screenshot below.



8. If successful you should see the following screenshot. You will have the option to Change your email at this point or Continue in finishing your Registration. Click Continue.

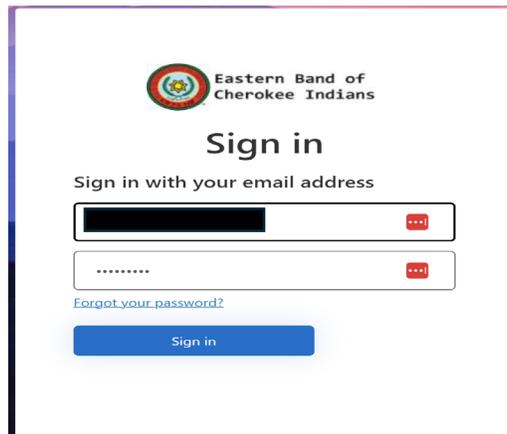


9. Now you will be prompted to create a password. This is what you will need to log in to the Portal. If you forget your password in the future, we do have a password recovery system. For now, just type your chosen password into both boxes.



The screenshot shows a mobile application interface for the Eastern Band of Cherokee Indians. At the top left is a back arrow and the word "Cancel". In the center is the tribe's logo and name. Below that, the text "New Password" is followed by a text input field containing "New Password" and a red eye icon. Underneath, "Confirm New Password" is followed by another text input field containing "Confirm New Password" and a red eye icon. At the bottom center is a blue button labeled "Continue".

10. Once you have created your password, you should be prompted with a Sign In page that will ask for your email that you registered with, as well as the newly created password you just finished. Type both credentials in the Sign In box to log in to the Member Portal.



The screenshot shows the "Sign in" page of the Eastern Band of Cherokee Indians portal. At the top is the tribe's logo and name. Below that is the heading "Sign in" and the instruction "Sign in with your email address". There are two text input fields: the first contains a blacked-out email address and the second contains a masked password (dots) and a red eye icon. Below the password field is a blue link that says "Forgot your password?". At the bottom center is a blue button labeled "Sign in".

11. Congratulations, you are now registered through the portal. That registration process is a one-time only process. You will now be able to access information and services provided by EBCI.