How to Create Your Portal Account

**Step 1:** Click on “Login” from [www.theaba.org](http://www.theaba.org) to get started.

**Step 2:** Click on “Create an Account.” Next, enter the last four digits of your social security number (SSN). Then, enter in either your ABA ID, date of birth (mm/dd/yyyy) or your last name (choose two of these fields, only the last four digits of your SSN are required) and click “Continue.”
Step 3: Verify your identity by typing your last name and pressing “Continue”.

Step 4: Create your password by following the guidelines listed. Then, click “Submit.”
Step 5: Once your password has been changed, click “Submit” to log into your portal account.
Step 6: After you’ve logged in, click on “Personal Info” to update your contact information. Please use a personal email address (Gmail, Yahoo, etc.) so we can keep in touch with you after you leave your training program. Your account will only be created once you complete all seven steps.
Each time you log into your portal account, please verify and make any necessary updates to your email address, mailing address and other contact information.