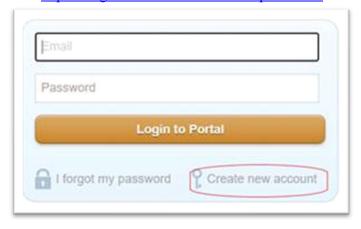


Agency/Donor Choice Portal Registration

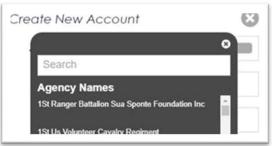
To create a login for our Stratus Live Agency Portal, please use the instructions listed below:

Go to https://uwgreaterknoxville.stratusliveportal.com and click on 'Create new account'.



In the 'Agency Name', click on 'choose' and then in the search field enter your Agency name.





Select the correct account under Agency Names by clicking it. It will populate in the field below, *Selected Agencies*. (More than one agency can be chosen if needed.)



Next click on ACCEPT.

You will then enter your first name, last name, email address and choose a password. Passwords need to be at least 8 characters with 1 capital letter, 1 number, and 1 of these symbols (!@#\$&)

After you confirm your password, click 'Create New Account'. The request has now been sent.

<u>IMPORTANT</u>: It could take up to 1 or 2 business days for your account to be approved. You will receive an email notification once it has been approved and you can then access the system.

Please also bookmark this link for future report access. https://uwgreaterknoxville.stratusliveportal.com

If you have any questions, please contact me at 865-523-5566 or via email me mcmahank@unitedwayknox.org.

Sincerely,

Kristi McMahan

Sr. Financial Accountant

Kristi McMahan