



### 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'.

A screenshot of a login form. It contains two input fields: "Email" and "Password". Below these fields is a prominent orange button labeled "Login to Portal". At the bottom left, there is a link with a lock icon and the text "I forgot my password". At the bottom right, there is a link with a key icon and the text "Create new account", which is highlighted with a red oval.

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

Two screenshots illustrating the agency selection process. The left screenshot shows a "Create New Account" form with a "Choose" button next to the "Agency Name" field, indicated by a red arrow and a circled "1". The right screenshot shows a search interface titled "Create New Account" with a search bar and a list of "Agency Names" including "1St Ranger Battalion Sua Sponte Foundation Inc" and "1St Us Volunteer Cavalry Regiment".

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.

**IMPORTANT:** 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 or issues with our portal, please contact Kristi McMahan at 865-521-5566 or [mcmahank@unitedwayknox.org](mailto:mcmahank@unitedwayknox.org).