
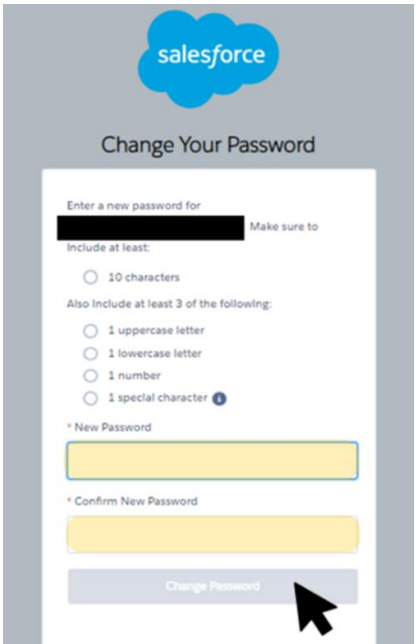
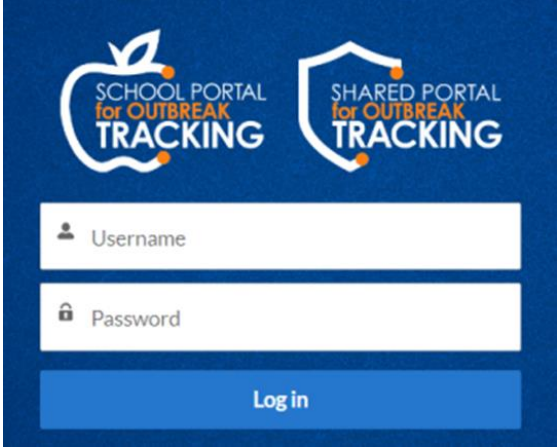



SETTING UP YOUR SPOT ACCOUNT

If you don't have cases to report but would like to get your SPOT account set up, please send an email to **covid19edu@longbeach.gov** with your full name, job title, email, and the location(s) you will be reporting for. These instructions are also available in [video tutorial form](#).

Step	Action	Screenshot
1.	Once LBDHHS registers you as a SPOT liaison you will receive a welcome email	 <p>This email contains your username (your email + ".spot") and link to reset your password</p>
2.	Open the link and create a password for your account <div style="background-color: #ffe6e6; padding: 10px; margin-top: 10px;"> <p>IMPORTANT: This link expires in 7 days and can only be used once. If your link has expired email covid19edu@longbeach.gov to request another</p> </div>	

<p>3.</p>	<p>When prompted, log in using your username (your email + “.spot”) and newly created password</p>	
<p>4.</p>	<p>You are now registered as a SPOT liaison!</p> <p>The next time you have new cases to report do not submit an Intake Form</p> <p>Instead, click the “Existing Users” button and log in to report new cases and/or view submitted information for your location(s)</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="792 888 1086 1081">  <p>New Users</p> </div> <div data-bbox="1110 888 1404 1081">  <p>Existing Users</p> </div> </div> <div style="background-color: #ffe6e6; padding: 10px; margin: 10px 0;"> <p>Remember: Your SPOT username is your email plus “.spot” at the end.</p> </div> <p>For example, the SPOT username for email address john.smith@example.com would be john.smith@example.com.spot.</p>