

# How to Register for IVANS Exchange

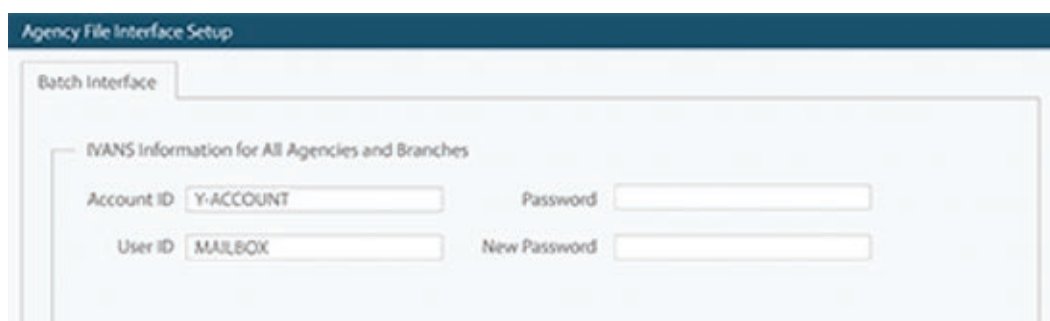
In order to register as your agency's first user on IVANS Exchange, you will need to know your IVANS Y-Account, mailbox and mailbox password.

With rights to *Utility Manager's Company Interface* section, you can easily identify this information in Applied TAM.

- > Open *Utility Manager-> Company Interface-> Agency File Interface Setup* screen (image)

Your agency's mailbox information will be located at the top of the screen.

Enter the below Account ID and User ID on the IVANS Exchange registration page. Your one-time use password will be the same as your User ID.



The screenshot shows a web interface titled "Agency File Interface Setup". At the top left, there is a tab labeled "Batch Interface". Below this, a section titled "IVANS Information for All Agencies and Branches" contains four input fields: "Account ID" with the value "Y-ACCOUNT", "Password" (empty), "User ID" with the value "MAILBOX", and "New Password" (empty).