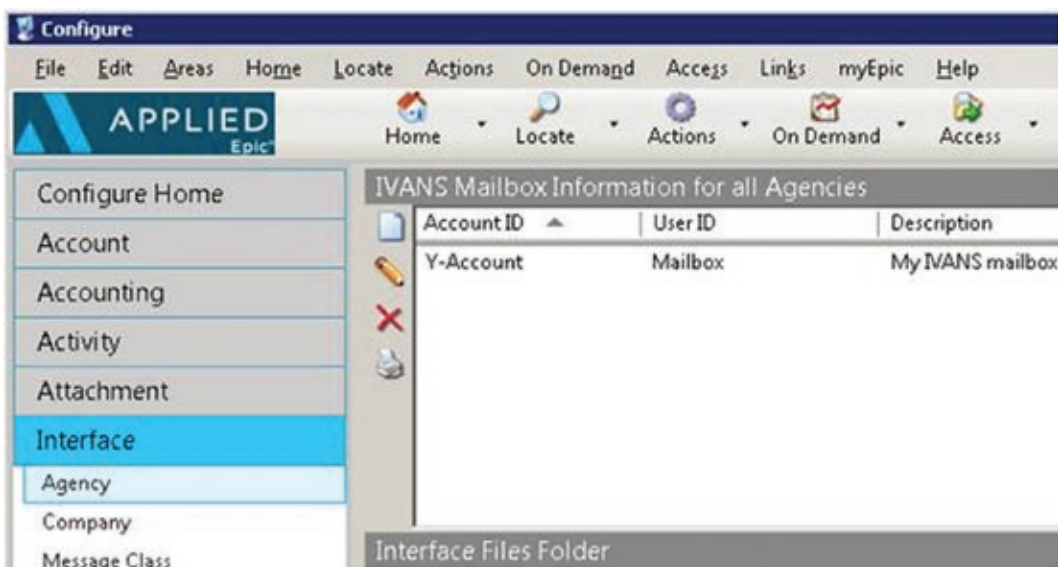


## How to Register for IVANS Exchange

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

You can easily find your mailbox information in Applied Epic by going to the *Configure -> Interface -> Agency* screen.



Because Applied Epic hides your password, simply enter your User ID in both the mailbox and password field on the IVANS Exchange registration page.

If your agency has multiple IVANS Y-Accounts, we recommend you create an IVANS Exchange login for each Y-Account to access that specific Y-Account's Dashboard and IVANS Connections Report.