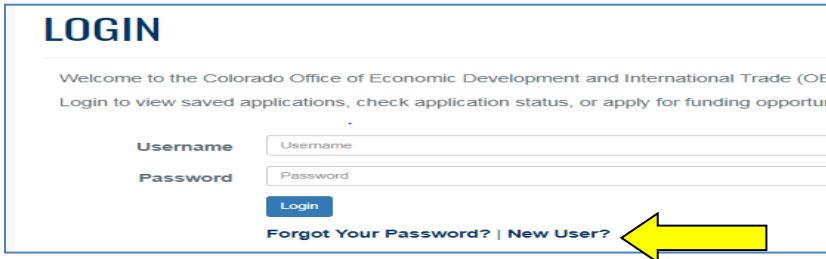


## INSTRUCTIONS FOR CREATING A NEW OEDIT PORTAL LOGIN

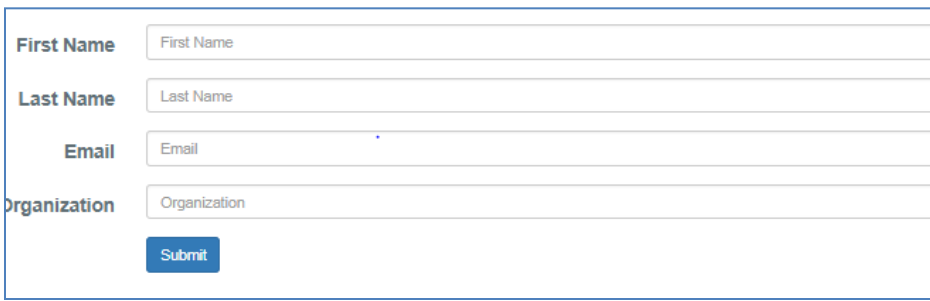
Go to the OEDIT portal either from the ChooseColorado/ez website or directly from this link <https://oedit.secure.force.com/oedit/>

Click **New User**

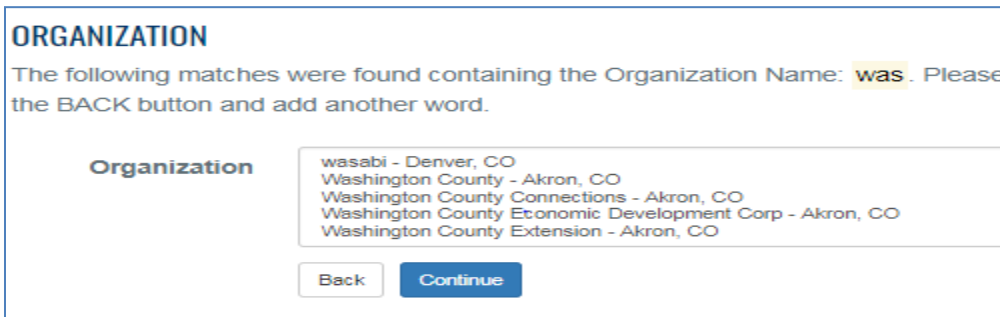


Populate the fields

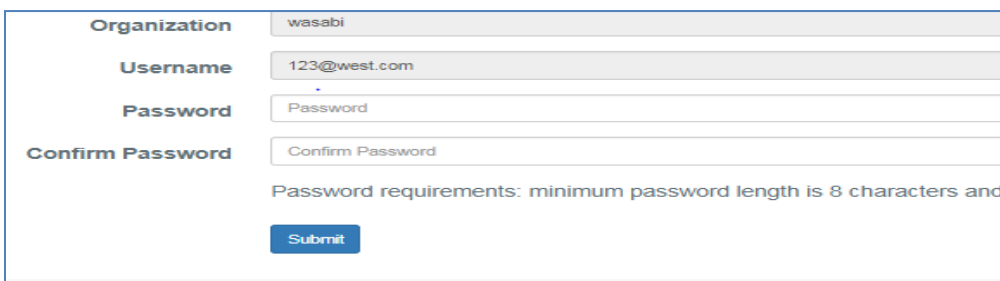
For **Organization**, use the account name that the EZ Admin provided you



Select your organization from the list generated & **Continue**



Enter your chosen password and click **Submit**



The OEDIT Salesforce system administrator will need to activate your login. This can take up to 48 hrs. You will not receive notification of activation, just check back to the portal and attempt to use your login. For any technical difficulties with the portal, contact [leasa.schwaebe@state.co.us](mailto:leasa.schwaebe@state.co.us)