

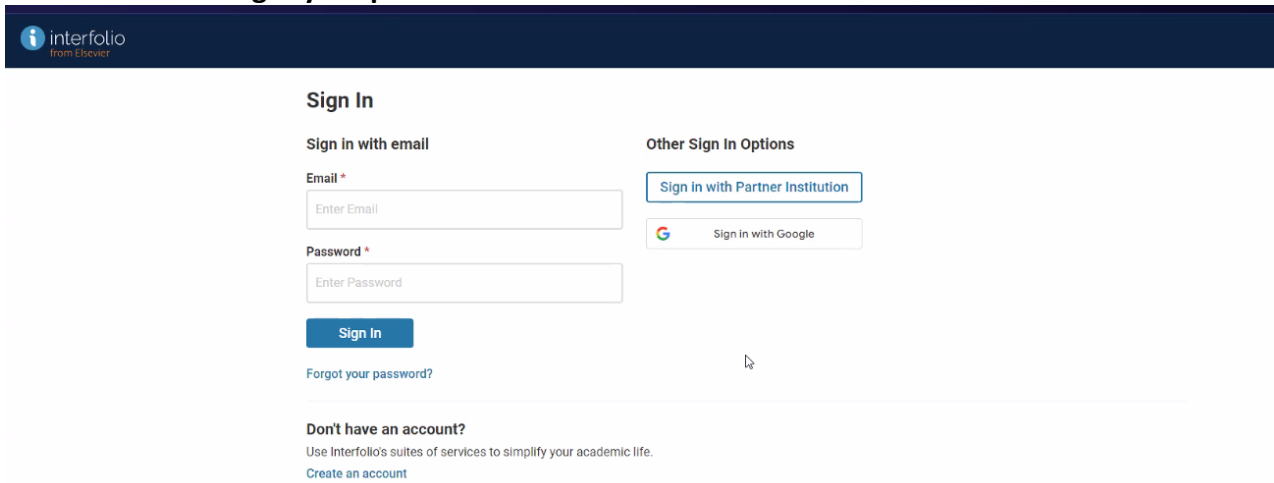
Interfolio-Sign In Job Aid

Below are instructions to sign in to Interfolio.

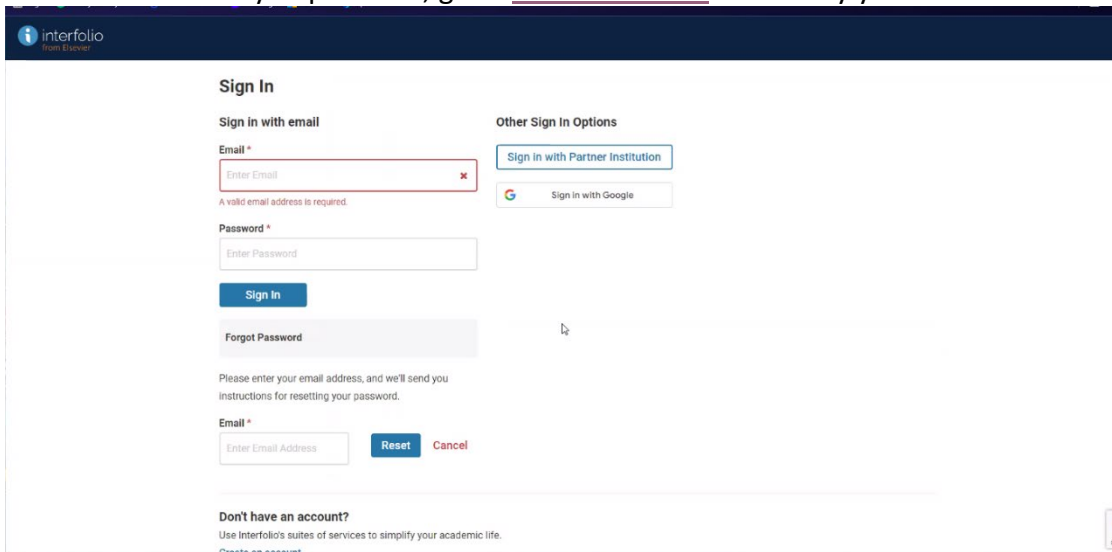
If you already have a password set up on Interfolio, **go to step 9.**

If you have **never Signed In to Interfolio**, follow the steps below:

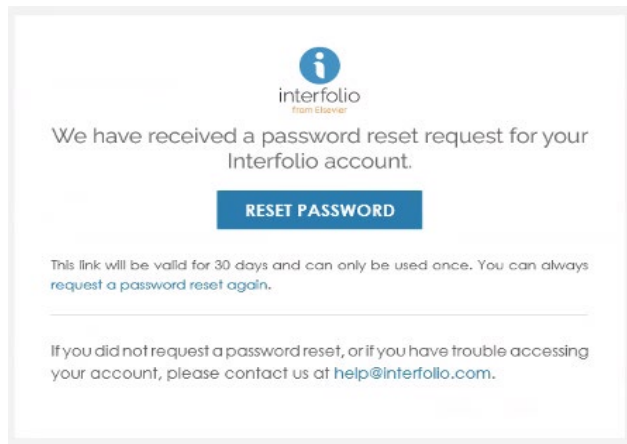
1. Use your Chrome browser to access and utilize Interfolio.
2. Interfolio Link: <https://account.interfolio.com/login>
3. Click on **Forgot your password?**



4. Enter the email you provided to UMass Chan during the appointment process. If you are unsure what email you provided, go to [UMass Profiles](#) to identify your email address.



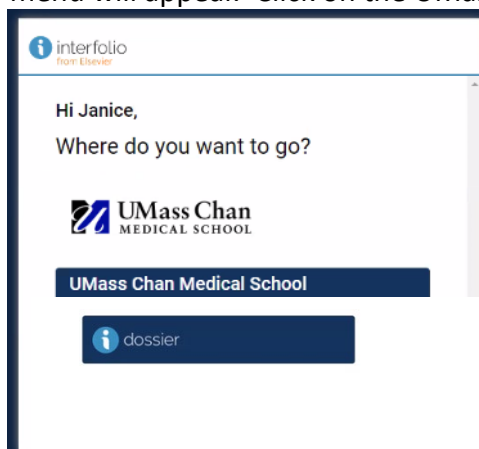
5. Go to your identified email and click on the **RESET PASSWORD** button.



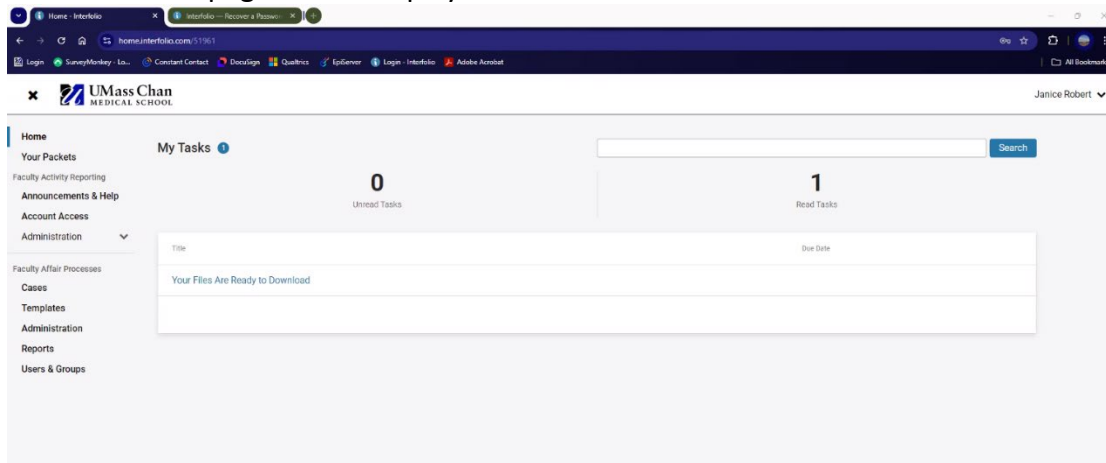
6. Enter the required information and click **Activate Account**.

A screenshot of the "Activate Account" page on the Interfolio website. The header includes the Interfolio logo and a "Sign In" button for existing users. The main heading is "Activate Account" with a sub-message: "Your account is almost ready! Please enter a password to finish activating your account." The form contains several fields: "Email Address" (pre-filled with janice.robert@umassmed.edu), "First Name" (pre-filled with Janice), and "Last Name" (pre-filled with Robert). There is a "Password" field with a note: "Your password must be at least 6 characters long and contain at least 1 letter and 1 number." and a "Show Password" checkbox. At the bottom, there is an "I agree to Interfolio's Terms of Service" checkbox and a blue "Activate Account" button.

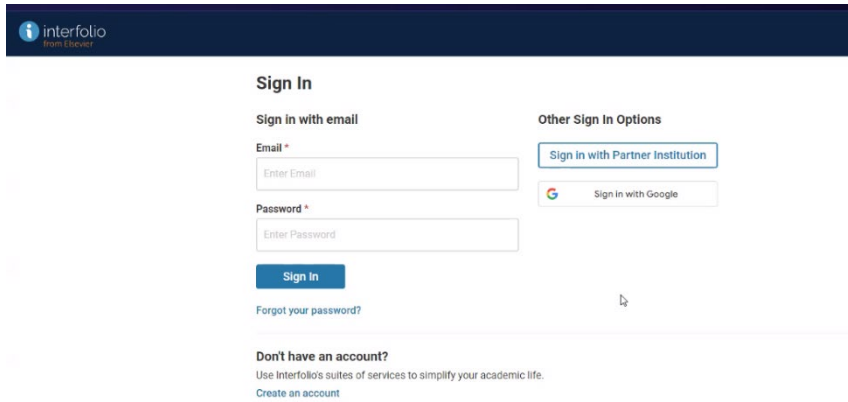
7. A pop-up menu will appear. Click on the UMass Chan Medical School Logo.



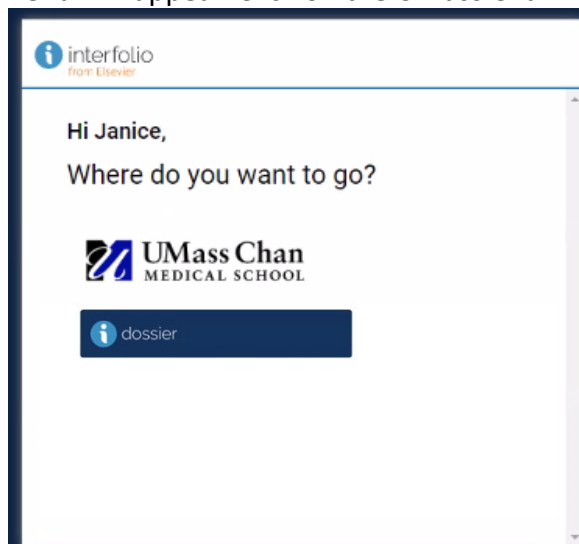
8. Your Home page will be displayed.



9. Go to the [Interfolio Sign In page](#) and enter in your email and password.



10. A pop-up menu will appear. Click on the UMass Chan Medical School Logo.



11. Your Home page will be displayed.

