

How to Create an Account in OPIC's Forms System

Step 1: Go to <https://www3.opic.gov/OPICForms/Account/Login.aspx>.

Step 2: Click on the "Create Account" link.

LOGIN

If you already have an account

Login

To reset your password, please [click here](#)

Don't have an account?
To create a new account, please [click here](#)

Step 3: Fill in the required information and click the "Submit" button. Important: Please write down your login name (i.e. username) and password. You will need it when you log in!

Login Name *

The login name must be at least 6 characters long

Password *

The password must be at least 8 characters long, cannot contain spaces, and must contain at least 1 upper case letter, 1 lower case letter, 1 number and 1 of these special characters: ~ ! @ # \$ % ^ & + = ?

Password (Confirm) *

First Name *

Middle Name

Last Name *

Company Name

City

Zip / Postal Code

State

Country

Phone Number

Fax Number

Email Address *

Please create 3 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once

Submit Cancel

Step 4: The system will ask you to confirm the information you have provided. If it is correct, click “Submit.” If it is incorrect, click “Back” to edit.

REVIEW ACCOUNT INFORMATION	
Please review your account information. Click back to make changes to your account information or click the Submit button to create your account	
Login Name *	johnsmith
First Name	John
Middle Name	
Last Name	Smith
Company Name	Sample Company
City	New York
Zip / Postal Code	11101
State	New York
Country	UNITED STATES
Phone Number	212-555-1212
Fax Number	
Email Address	Deborah.Howard@opic.gov
Below are the security questions selected by you.	
What was your dream job as a child?	**For security reasons answer not displayed**
What is the name of the company of your first job?	**For security reasons answer not displayed**
What is your maternal grandmother's maiden name?	**For security reasons answer not displayed**
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

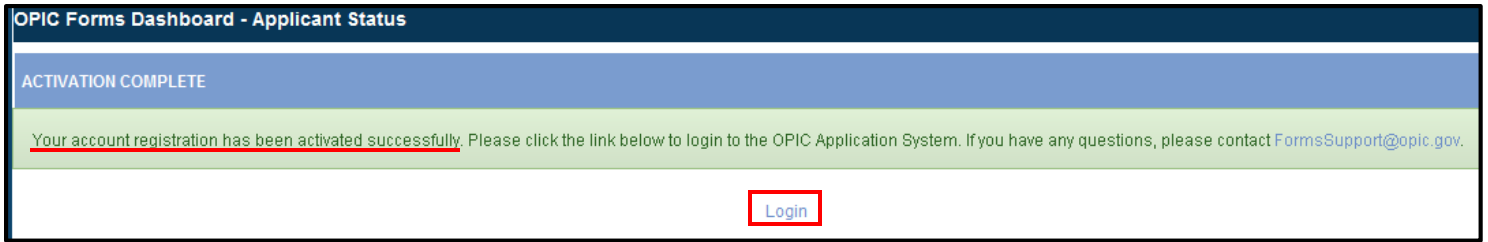
Step 5: The system will let you know that an account activation email has been sent to the email address that you provided. Go to the email in your inbox and click on the activation link. Do not click the “Login” link that appears below the message because you need to go to the email first to activate your account.

ACCOUNT CREATED
Thank you for creating an account! You must have received an User Account Activation email. To activate your account, please acknowledge by clicking on the link contained within the email.
Login

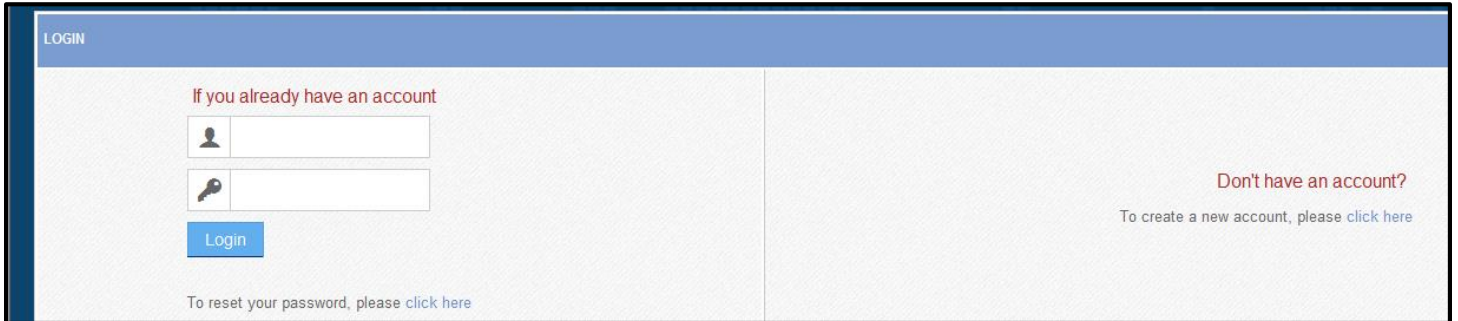
Don't click here yet. Go to the email in your inbox.

Dear John Smith,
This message acknowledges that your account registration has been processed. Please click on the link below to activate your account and login to the OPIC Application System.
https://test-www2k3.opic.gov/opicforms/Account/Complete.aspx?ActivationCode=be760ff0-601d-4714-8f21-3741392b5230&ApplicantID=1001ed18-1cad-4bed-8114-8718bebb6889&CompletionStatusType=ActivitationComplete
If the link above is not active, please copy and paste the link into your web browser's address bar.
If you have any questions, please contact technical support at FormsSupport@opic.gov .

Step 6: After you click on the link in the email, the system will let you know that your account has been activated. Now click on the “Login” link to log into your new account.



Step 7: Type in your Login Name and Password and click “Login”



Step 8: Now you can create forms from the drop-down menu.

Note: The “General Information” section below the forms list has links to PDF reference copies of the forms and other helpful information.

