



ClassIT™ Registration and Licensing Instructions

Each company will be required to assign a Company Administrator who will be the main contact for NMFTA and will provide NMFTA with the following during licensing and registration:

- Corporate name
- Business address (no PO Boxes)
- Business phone number
- Designated Administrator's name
- Designated Administrator's title
- Designated Administrator's direct phone number or extension
- Designated Administrator's email address
- Signed License Agreement

To promptly enable your access, please send a fully executed License Agreement by fax to 703.683.6296 / 703.683.6046 / 703.683.1094 or scan and email to customerservice@nmfta.org. If faxed, please send the original License Agreement and payment to:

NMFTA
Customer Service
1001 N. Fairfax St. Suite 600
Alexandria, VA 22314

Upon receipt of the signed License Agreement and payment, the Company Administrator will be granted access to ClassIT and User Manager. The Company Administrator will then be able to enter the necessary information into User Manager for individual users. The following information is required for each user:

- Corporate email address
- First name
- Last name
- Department (optional)
- Title (optional)
- Employee ID (optional)
- Corporate phone number (optional)
- Corporate Address

Once all information is received, each user will receive a welcome email containing:

- URL to ClassIT
- Login email address
- Assigned initial password

Individual users will login to ClassIT using the assigned password. On first login, the users must change their password. Users in your company may be required to register individually. The company administrator must supply your company registration key to users who are permitted to register. Instructions for registering are in the ClassIT manual and on-line help.

Your licensing may also be set up so the company administrator can individually approve registration for each user. Instructions for approving license registration are available in the Company Administrator's Manual or the User Manager on-line help.

From ClassIT users can change their passwords and edit their own user profiles.

The Company Administrator will have the ability to remove or add individuals within their allotted number of users.