

Please follow these instructions carefully:

- 1) Go to First Time Reporter Login Page.
- 2) Enter your state issued Certification ID number.
- 3) Enter your Social Security Number in number format WITH DASHES!
- 4) Click the Login button or hit "enter" to login and the next page should prompt you to change the Username (currently set with your ID#) and Password. Please change these to something you can easily remember but others cannot guess for your security and convenience.
- 5) Click the UPDATE button at the bottom of the form.
- 6) This should now take you to the regular Reporter Login page where you will ENTER your new Username and Password to Login as verification. *NOTE: Your Username and Password are "CASE SENSITIVE".
- 7) Once logged into the database you can make any contact changes to keep your information current with the Board.
- 8) You can also access all of your CE Credits information to keep you up to date. (This information is read-only and can only be edited by the Admin)
- 9) If for any reason you do forget your Login information you can click the "Forgot your password" Link at the bottom of the Reporter Login page and you will then be prompted to enter your Certification ID # and your Social Security # for identification. Click the Login button and the form with your Username and Password will appear. You can change it there or leave the same.
- 10) Click the Update button and it will again bring you to the regular Reporter Login page and request your Username and Password for verification.
- 11) Click the Login button or hit "enter" and you should now see your data.
- 12) Always remember to logout when finished your session. (The system will time out and log you out automatically after 3 hours)

If you have any more questions or problems logging in, please contact our webmaster at this email address: info@contactnexus.com

Thank You,
Louisiana Board of Examiners of Certified Shorthand Reporters