1. Go to www.f-m-h.com/HPA and once you arrive there, you will click the third box on the right, to start the registration.

2. Once you arrive there, you will click on the Register button.
3. Type in your Social Security Number, Company Key and Date of Birth. Your Company Key is ‘HPA’. The company key is case sensitive and should be typed with all capital letters; do not include quotation marks.

4. Read through the Electronic Signature notification and click ‘Accept’ to move forward.
FIRST TIME USER PROCESS

5. Create your User Name and Password. Confirm your password (at least 7 characters). Select your security phrase and answer. Click ‘Continue’. Please make a note of your ID and password for future use.

Helpful Hint:
There are 3 Security Phrases you can choose to help if you forget your password in the future. Please choose the phrase that best suites you.

6. Click ‘Continue’ to proceed to Login Page.

7. Login with your new User Name and Password that you just created in step 5 above.