

# 1 Service New Brunswick (SNB) Self-Registration

This *How to* document is for all NBASW members who are not employees with the Government of New Brunswick (GNB) or a Regional Health Authority (RHA). As such, to create an account to allow you to register/renew and pay your membership dues online you will have to follow the preceding six steps. I

Enter the following link:

<https://www.iam-gia.snb.ca/idm/snb/> IMPORTANT: Do not forget to add the s in https.

## STEP 1 of 6

This website page will open and click on the link '**Self Registration**'.



Please Login / Entrer dans le système

Username / Nom d'utilisateur:

Password / Mot de passe:

Login / Ouvrir une session

[Forgotten Password / Mot de passe oublié](#)

[Forgotten User ID / Nom d'utilisateur oublié](#)

**Self Registration / Auto-inscription**

**Notice:** This system is to be used by authorized users only. By continuing to use the system the user represents that he/she is an authorized user and agrees to the Terms and Conditions.

**Nota :** Ce système doit être utilisé seulement par les utilisateurs autorisés. En continuant d'utiliser ce système, les utilisateurs confirment qu'ils sont autorisés à y accéder et qu'ils acceptent les modalités.

## STEP 2 of 6

### - Self Registration: End User License Agreement

#### Terms and Conditions of Use

The Identity and Access Management (IAM) solution is Service New Brunswick's authentication solution. In return for Service New Brunswick providing you with an IAM account to access secure services, you agree to abide by the following Terms and Conditions of Use:

1. You understand and accept that you are at all times responsible for your user ID, password, challenge and response security questions and answers.
2. If you suspect that others have obtained this information, you are responsible for either changing your password, asking the services that you are enrolled in to revoke your access privileges or deactivating your account. If you choose the latter, you will have to create a new account and request new enrolment information from the services with whom you were enrolled.
3. You understand and accept that Service New Brunswick can disable your account for security or administrative reasons.
4. You understand and accept that Service New Brunswick disclaims all liability (except in cases of gross negligence or wilful misconduct) in relation to the use of, delivery of or reliance upon the IAM service. More details can be found in our **disclaimers** and in the disclaimers of the individual services.
5. Some IAM Enabled Services may have service-specific Terms and Conditions of Use. Please refer to each service web pages for details.

To complete the registration for your IAM account, please indicate your acceptance of these Terms and Conditions by clicking "Accept" below. To cancel the registration process click "Cancel".

Click the 'Accept' button to accept the Terms and Conditions of Use.

### STEP 3 of 6

You are now able to create your profile:

#### - Self Registration: Profile

1  Profile      2  Self-Authentication setup      3  My contact info

• = Required

**Choose a password:** The password must be a minimum of 8 characters. It must contain a minimum of one upper case letter, one lower case letter, one number and one special character.


Title	<input type="text"/>		
• First Name	<input type="text"/>	Middle Name	<input type="text"/>
• Last Name	<input type="text"/>	• Full Name	<input type="text"/>
• E-Mail	<input type="text"/>	• Confirm email	<input type="text"/>
• Requested Login Name	<input type="text"/>	• Preferred Language	English <input type="button" value="v"/>
• Choose a password	<input type="text"/>	• Re-enter password	<input type="text"/>

**IMPORTANT:** Enter all the required information. It is **important** that you double **check** your information for accuracy, for example, your email address. If we do not have an accurate email address, then you will not be able to use the SNB Self pay, password recovery, management system and renew your membership online.

Once all the fields are all filled, click on the 'Next' button.




## STEP 4 of 6

Enter Security Information as requested below. Please **note and document** your questions and answers. You will need to know this information for your account validation. This vital information will be needed if you have issues with your password in the future. Once information is entered, click on 'Next' to continue to next page.

Sélectionner une langue English [Help](#)

Logged in as: [spdlimport](#) (Logout)

**- Modify My Profile: Self-Authentication setup**

1  Profile      2  **Self-Authentication setup**      3  My contact info

Below you will find a sample of 16 questions provided for your convenience.  
Please select 5 questions to respond to in order to complete your registration.

Please note that the answers to your questions are accent and space sensitive.

Please be advised that you **MUST** click "Finish" at the end of these steps whether or not you set your Challenge Questions. Once you click "Finish", you will be automatically logged out. On the logout page, you may click on the provided link to proceed to your destination.

Security Question 1

Answer 1

Security Question 2

Answer 2

Security Question 3

Answer 3

Security Question 4


Answer 4

Security Question 5

Answer 5

[Back](#) [Next](#) [Cancel](#)


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## STEP 5 of 6

Enter **accurate** contact information and once complete, click on 'Finish' to continue to next page.

 Sélectionner une langue English [Help](#)

Logged in as: **spdlimport** (Logout)

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**- Modify My Profile: My contact info**

1 Profile    2 Self-Authentication setup    3 My contact info

**\* = Required**

Please be advised that you MUST click "Finish" at the end of these steps whether or not you set your Challenge Questions. Once you click "Finish", you will be automatically logged out. On the logout page, you may click on the provided link to proceed to your destination.

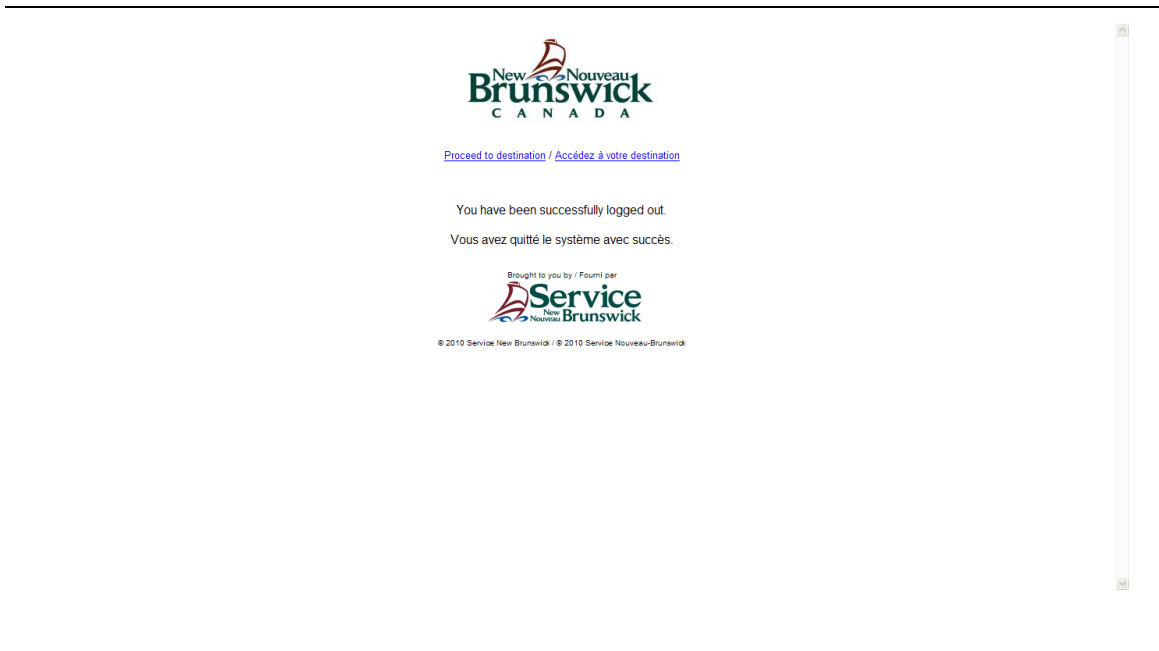
<p><b>*Language of Address</b> <span>English</span> <input type="text"/></p> <p>Civic number <input type="text" value="123"/></p> <p>Street Name <input type="text" value="King"/></p> <p>Street Direction <input type="text"/></p> <p>Unit Type <input type="text"/></p> <p><b>*Place Name/City/Town</b> <input type="text" value="Fredericton"/></p> <p><b>*Country</b> <span>Canada</span> <input type="text"/></p> <p>Delivery Type <input type="text"/></p> <p>Postal Station <input type="text"/></p> <p>Complex Name <input type="text"/></p> <p><b>Phone Numbers</b></p> <p>Home Phone <input type="text"/></p> <p>Business Phone <input type="text" value="777777777"/></p>	<p>Suffix <input type="text"/></p> <p>Street Type <span>Street</span> <input type="text"/></p> <p>Unit <input type="text"/></p> <p>Floor <input type="text"/></p> <p>Province/Territory/State <span>New Brunswick</span> <input type="text"/></p> <p>Postal/Zip Code <input type="text" value="B2B 1Y7"/></p> <p>Delivery Id <input type="text"/></p> <p>Comp Site Id <input type="text"/></p> <p>Building Name <input type="text"/></p> <p>Cell Phone <input type="text"/></p> <p>Fax <input type="text"/></p>
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## STEP 6 of 6

You will then get this screen when you have completed the process:



Congratulations! Phase one of two is now complete. As stated in the letter from the Association, you will receive another correspondence from the NBASW at the beginning of the year 2013 to explain the final phase of this project to allow each member the opportunity of online registration and payment.

Thank you!

The team at the NBASW