



amilia

Account Set-Up Guide

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Step 1:

Visit <https://app.amilia.com/en/Signup>

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First name

Last name

Email

Password

Must contain at least:

- ⊗ 8 characters
- ⊗ 1 lowercase letter (a-z)
- ⊗ 1 uppercase letter (A-Z)
- ⊗ 1 number (0-9)
- ⊗ 1 special character (!, %, &, etc.)

Create account

or continue with

 Google

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Step 2:

Fill in the prompts with your First Name, Last Name, E-Mail and Chosen Password.

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First name

Last name

Email

Password

Must contain at least:

- ✗ 8 characters
- ✗ 1 lowercase letter (a-z)
- ✗ 1 uppercase letter (A-Z)
- ✗ 1 number (0-9)
- ✗ 1 special character (!, %, &, etc.)

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First name

Last name

Email

Password

Must contain at least:

- ✓ 8 characters
- ✓ 1 lowercase letter (a-z)
- ✓ 1 uppercase letter (A-Z)
- ✓ 1 number (0-9)
- ✓ 1 special character (!, %, &, etc.)

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Step 3:

Click “Create Account.”

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First name

Last name

Email

Password

Must contain at least:

- ✓ 8 characters
- ✓ 1 lowercase letter (a-z)
- ✓ 1 uppercase letter (A-Z)
- ✓ 1 number (0-9)
- ✓ 1 special character (!, %, &, etc.)

Create account

or continue with

 Google



Step 4:

An e-mail verification will be sent to your inbox.
Check the inbox of the email you inputted
for a verification code (6 digits).

**It may take a few moments to receive.*

A screenshot of a web-based email verification interface. At the top is a blue shield icon with a white checkmark. Below it is the heading 'Verify email address' in bold black text. The instruction 'Check your email for the verification code sent to' is followed by the email address 'swansonron356@gmail.com' which is highlighted in blue, and a '(Change)' link. Below the email is a large empty rectangular input box. Underneath the box is the text 'Didn't get it?' followed by a blue 'Resend' link. A grey 'Verify' button is positioned below the input box. At the bottom of the form, it says 'Can't find your code? Check your spam folder.'



Verify email address

Check your email for the verification code sent to
swansonron356@gmail.com (Change)

Didn't get it? [Resend](#)

[Verify](#)

Can't find your code? Check your spam folder.

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Step 5:

Input the code into the box on your browser,
then click “Verify.”



Verify email address

Check your email for the verification code sent to
swansonron356@gmail.com [\(Change\)](#)

Didn't get it? [Resend](#)

[Verify](#)

Can't find your code? Check your spam folder.

*Wait for a green
verified checkmark
to appear*



Verified

You have successfully verified your Amilia account!

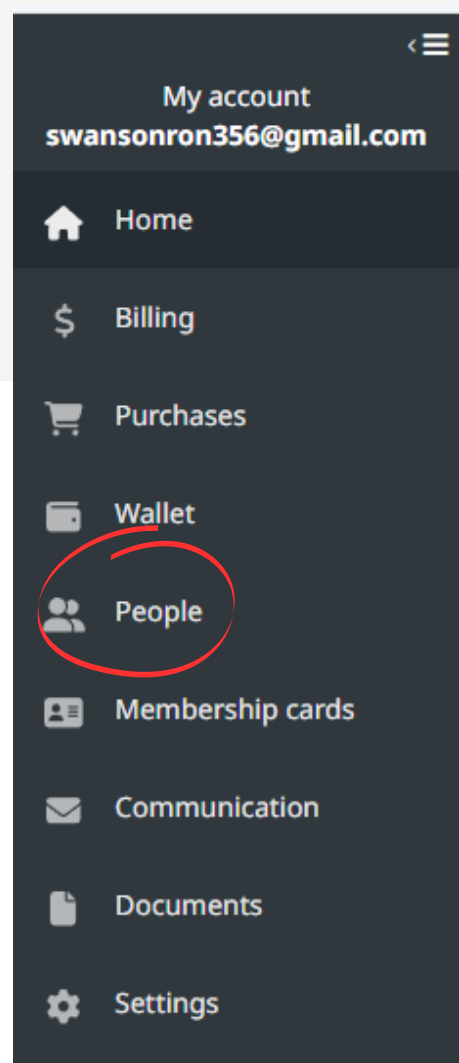
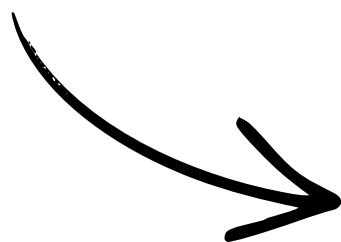
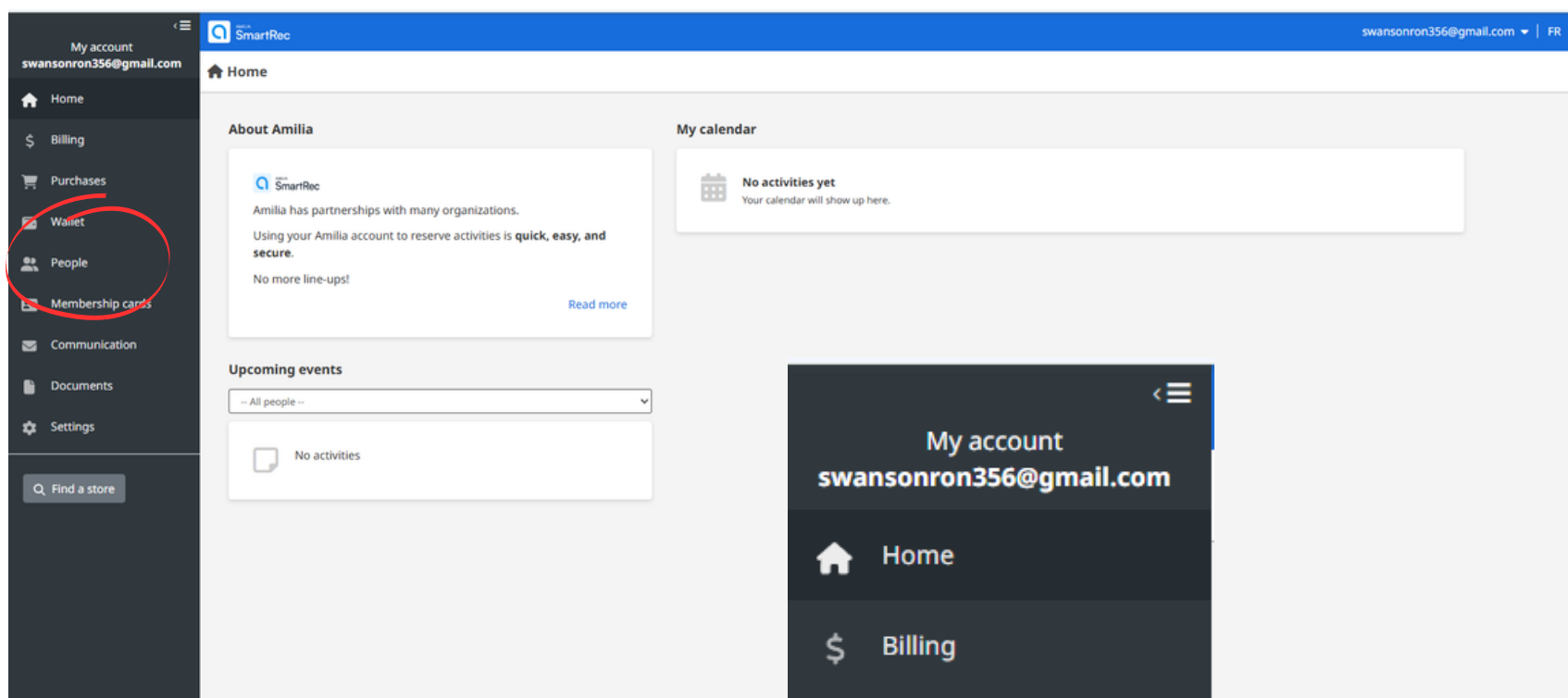
[Continue](#)

*Then, click
“Continue”*

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Step 6:

The below page will open. At this time, the only piece of information you need to fill out can be found under “People.” Click on the “People” tab on the left hand side of the page.

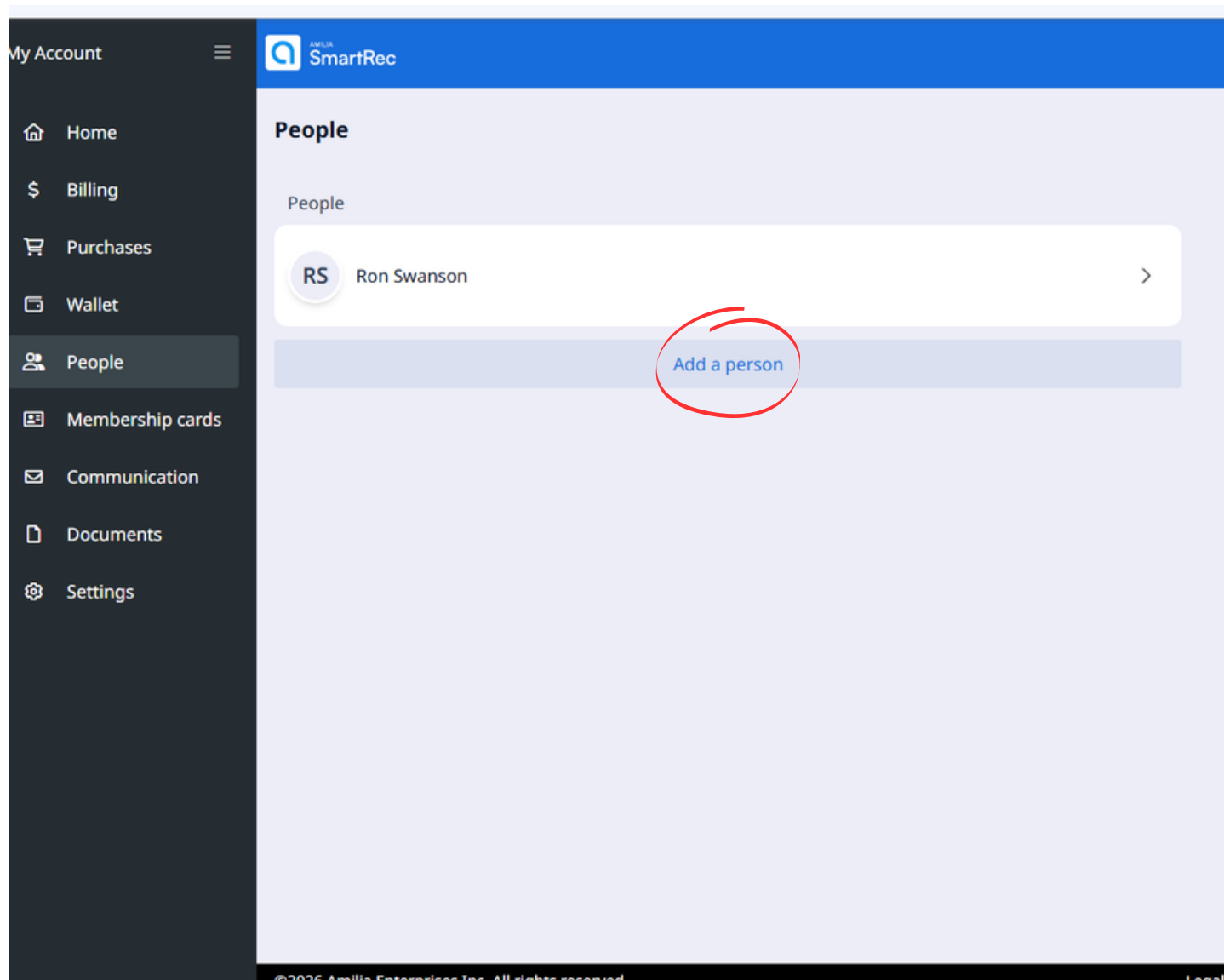


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Step 7:

This is where you will add any of the participants that will be applying for programs when the Application Link is live on September 15th.

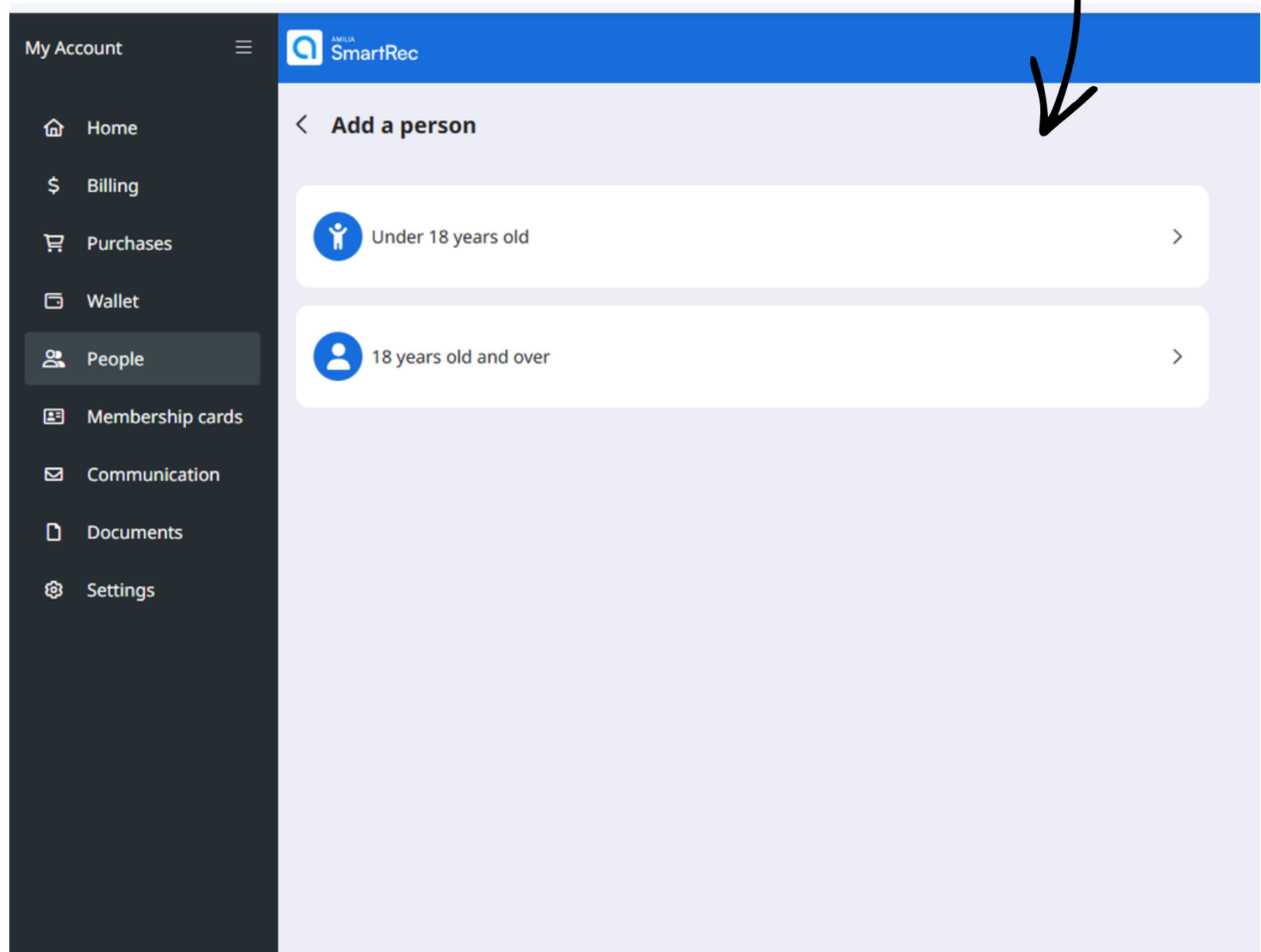
Click “Add a person.”



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Step 8:

Select whether the participant is over or under 18 years of age.

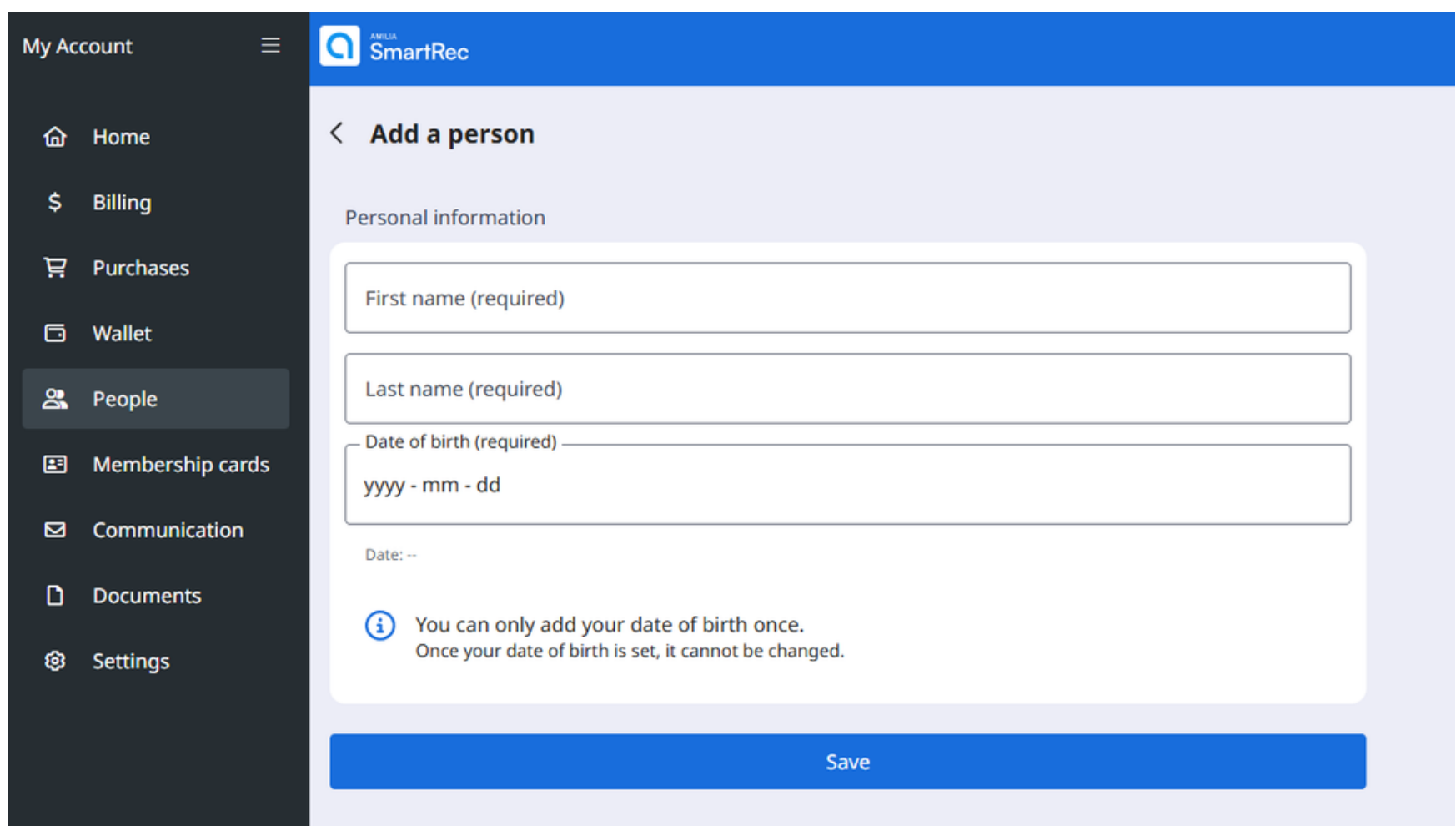


The screenshot shows the Amilia SmartRec app interface. On the left is a dark sidebar menu with the following items: My Account, Home, Billing, Purchases, Wallet, People (highlighted), Membership cards, Communication, Documents, and Settings. The main content area has a blue header bar with the Amilia SmartRec logo. Below the header, the title is '< Add a person'. There are two selectable options, each with a person icon and a right arrow: 'Under 18 years old' and '18 years old and over'. A black arrow points to the blue header bar.

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Step 9:

Fill in the prompts with the participants information: First Name, Last Name, Date of Birth.
Then click “Save.”

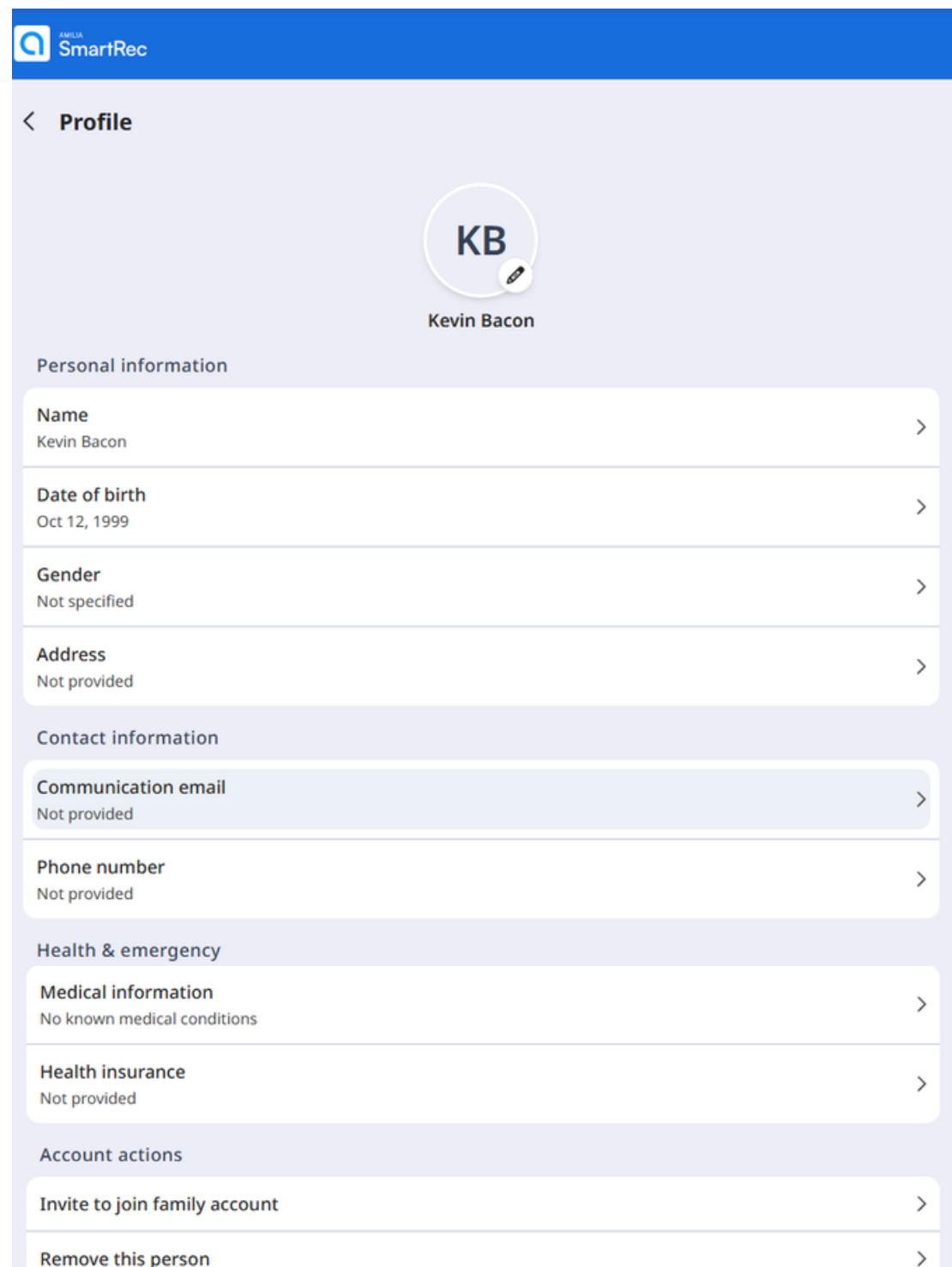


The screenshot shows the 'Add a person' form in the Amilia SmartRec application. On the left is a dark sidebar menu with options: My Account, Home, Billing, Purchases, Wallet, People (highlighted), Membership cards, Communication, Documents, and Settings. The main content area has a blue header with the Amilia SmartRec logo. Below the header, the title 'Add a person' is followed by a 'Personal information' section. This section contains three input fields: 'First name (required)', 'Last name (required)', and 'Date of birth (required)' with a placeholder 'yyyy - mm - dd'. Below the date field, it says 'Date: --'. An information icon (i) is followed by the text: 'You can only add your date of birth once. Once your date of birth is set, it cannot be changed.' At the bottom of the form is a large blue 'Save' button.

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Step 10:

Review your participants information to make sure that it is correct.



The screenshot displays the 'Profile' page in the Amilia SmartRec app. At the top, there's a blue header with the 'amilia SmartRec' logo. Below the header, a back arrow and the title 'Profile' are visible. The profile section features a circular avatar with the initials 'KB' and the name 'Kevin Bacon' underneath. The information is organized into several categories: 'Personal information' (Name: Kevin Bacon, Date of birth: Oct 12, 1999, Gender: Not specified, Address: Not provided), 'Contact information' (Communication email: Not provided, Phone number: Not provided), 'Health & emergency' (Medical information: No known medical conditions, Health insurance: Not provided), and 'Account actions' (Invite to join family account, Remove this person). Each item has a right-pointing chevron indicating it can be edited.

Category	Field	Value
Personal information	Name	Kevin Bacon
	Date of birth	Oct 12, 1999
	Gender	Not specified
	Address	Not provided
Contact information	Communication email	Not provided
	Phone number	Not provided
Health & emergency	Medical information	No known medical conditions
	Health insurance	Not provided
Account actions	Invite to join family account	
	Remove this person	



Step 11:

Repeat Step 7 through Step 10 to add any additional Participants to your account.

Step 12:

Once you've added all your interested Participant's, please ensure you have your Account Login Details saved for when HRM Program Applications open on September 15th .

Questions?

Please contact Kelly Brennan,
Women's Autism/Autistic Project Facilitator:
kbrennan@autismns.ca