

1. First, select ["Create new account"](#) located below Log in.

Log in


Email

NEXT →


Create new account

2. Next, select “[Company/Firm](#)” for Companies, Firms, and Employees to begin creating a new company account.

Create New Account



Company/Firm
For Companies, Businesses
and Employees



Individual
For Citizens
and Independent Users

3. Enter company and administrator account details for each required field, indicated by a red asterisk, then select “Submit.”

Create New Company Account

COMPANY DETAILS

| | | | | | |
|---------------|---|---|----------------------|---|-----------------|
| Company Name: | * | Test Company | Address: | * | 530 E. Main St. |
| Phone: | * | 970-920-5526 | Address (Continued): | | Suite 205 |
| Fax: | | | City: | * | Aspen |
| Timezone: | * | (UTC-07:00) Mountain Time (US & Canada) | State: | * | Colorado |
| Uri: | | | Zipcode: | * | 81611 |

ADMINISTRATOR ACCOUNT DETAILS

| | | | | | |
|-------------|---|-----------------------------|-------------------------------|---|--|
| First Name: | * | Sophia | Password: | * | |
| Last Name: | * | Clay | Confirm Password: | * | |
| Phone: | * | 970-379-5163 | Password requirements: | | <ul style="list-style-type: none">• Password must be at least 6 characters long. |
| Email: | * | sophia.clay@pitkincounty.cc | | | |
| | * | | | | |

4. Finally, the applicant should receive a verification email. Once verified, the company account will be created in Sages.