


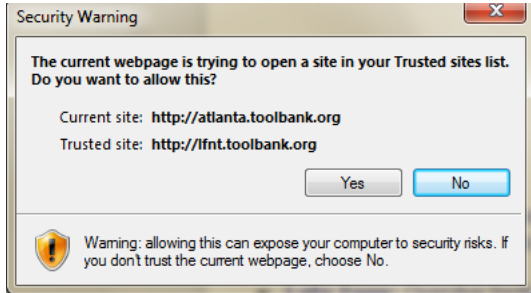
# Tips For Registering as a Member Agency for Phoenix Community ToolBank's On-Line Tool Ordering System (LFNt)

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**\*\*PLEASE NOTE THAT THIS PROGRAM IS NOT COMPATIBLE WITH CHROME SO PLEASE USE AN ALTERNATIVE WEB BROWSER (preferably Internet Explorer 10)**

1. First step is to disable the popup window blocker for your web browser (popups must occur for our site to function properly). If you are using Internet Explorer 10 see instructions at [www.toolbank.org/ie10](http://www.toolbank.org/ie10) to allow popups.
2. To begin the borrowing process visit our website under the "first time borrows tab"- [Phoenix Community ToolBank- First Time Borrowers](#).

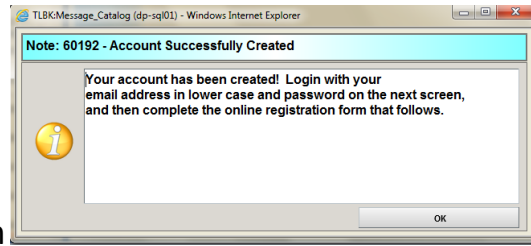
3. Click on  to start the application process at the bottom of the web page.
4. If the following screen pops up click "yes" to continue.

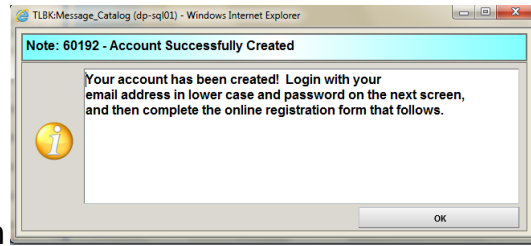


5. Enter the following information then click continue.

To get started, we'll create YOUR user account first.  
Organization info comes next.

Your full name	<input type="text"/>	First Last
Email address	<input type="text"/>	We will never spam you. Promise.
Phone	<input type="text"/>	All ten digits please.
Password	<input type="text"/>	Must be at least 6 characters long.
Confirm password	<input type="text"/>	One more time please!



6. You should receive this screen , click OK and note that the remaining registration process can be completed ONLY by an executive staff person at your organization. Examples: Executive Director, CEO or COO, Board Chair or President, Head Minister, School Principal, etc. Additional accounts for other staff may be added later, giving them access to order tools, but the membership agreement must be signed by an executive staff member first. Also please remember that you will need a copy of your 501c3 or other proof of your organization's charitable intent in order to complete this registration. If you are unable to attach your documentation you can still submit your membership request and e-mail your documents to [jana.smith@toolbank.org](mailto:jana.smith@toolbank.org).
7. Log on to complete your member registration at <http://lfnt.toolbank.org/arsys/shared/login.jsp>. Please bookmark this page as this is where you will return when ready to create tool orders once approved.
8. Complete ALL membership information, all fields are required in order to complete the application. If you do not have a fax number add for example: 111-111-1111. Both membership agreement documents need to be opened and checked before you can submit. Finally make sure you select Phoenix before you submit your application.
9. You will receive an e-mail once your membership has been approved by ToolBank staff. After you are approved you will be all ready to create tool orders!
10. If you have any questions during the registration process please contact the ToolBank at 602-438-4005 or e-mail Executive Director, Jana Smith, at [jana.smith@toolbank.org](mailto:jana.smith@toolbank.org).

Thank you for joining and we look forward to supporting your next project with ToolBank tools!