**ELIGIBLE TRAINING PROVIDER LIST USER INSTRUCTIONS**

You have been approved as a new user of the Maine Eligible Training Provider List.

**PLEASE FOLLOW THESE INSTRUCTIONS**

1. Keep this email for future reference.
2. **Store your username and password where you can easily find them**.
3. **Make sure you also keep your security question and answer handy**. You may need them to reset your password.
4. **Share your login information with someone else in your organization** in case you are unavailable.
5. **When the system contacts you to confirm your email address**, do so within four hours. This will allow you to reset your password if you need to.
6. **Log in to your ETPL account every 2 months** to keep your account active. Passwords expire if accounts are not logged into.
7. **If your password doesn’t work or has expired**, do not attempt to log in more than twice. It will lock the account.
8. **If you forget your username or password**, use the Forgot Password or Username link. If you have confirmed your email address, the system can send you a reset code. If so, you will use the Use Reset Code link.
9. **If you leave your job for any reason, please give your login credentials to others in your office.**

**NOTE**: Confirming your email address and setting a security question and answer will allow you to reset your password when we are not available.

**IF YOU NEED ASSISTANCE**

If you have any questions or need help, please contact ETPLInfo.DOL@maine.gov

Thank you.

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