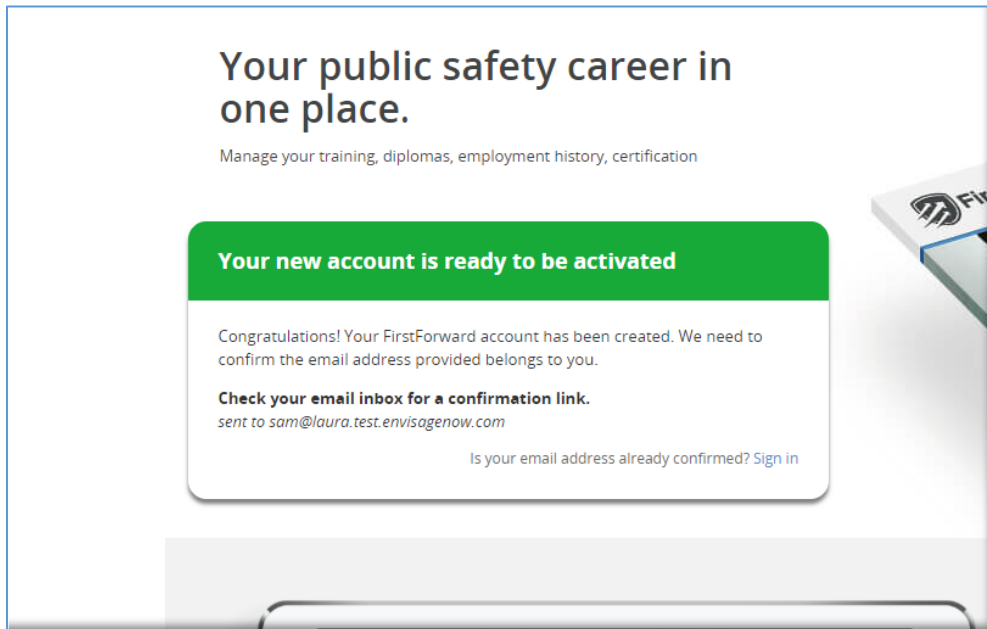
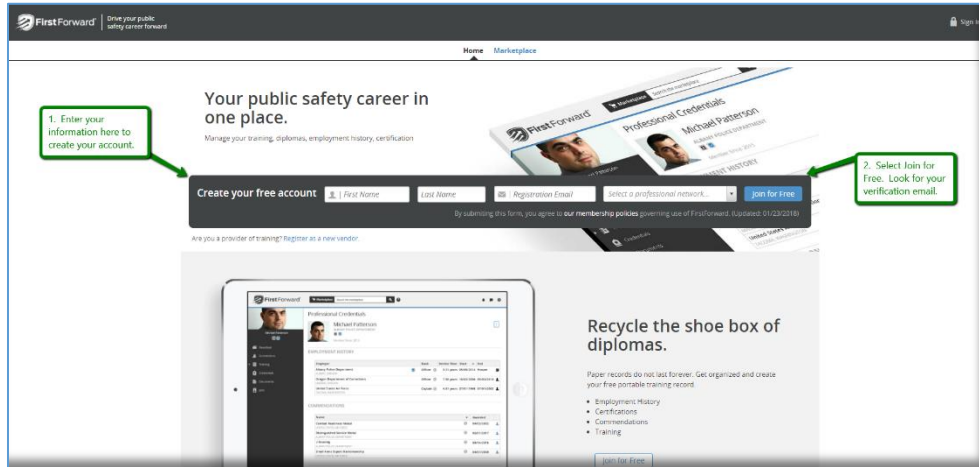




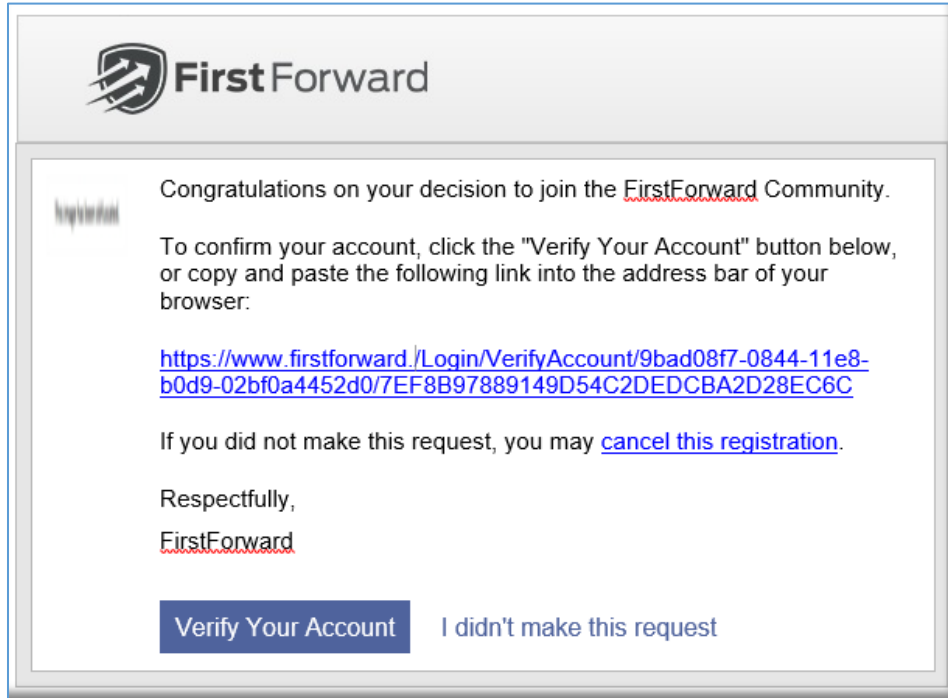
Sign Up for FirstForward®

Navigate to <https://www.firstforward.com>. Enter the requested information and select **Create my Free Account**:

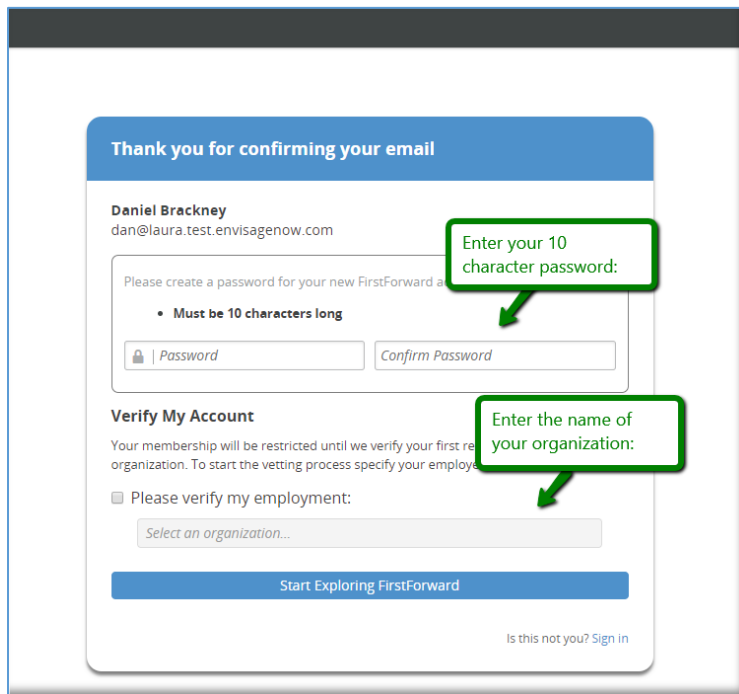




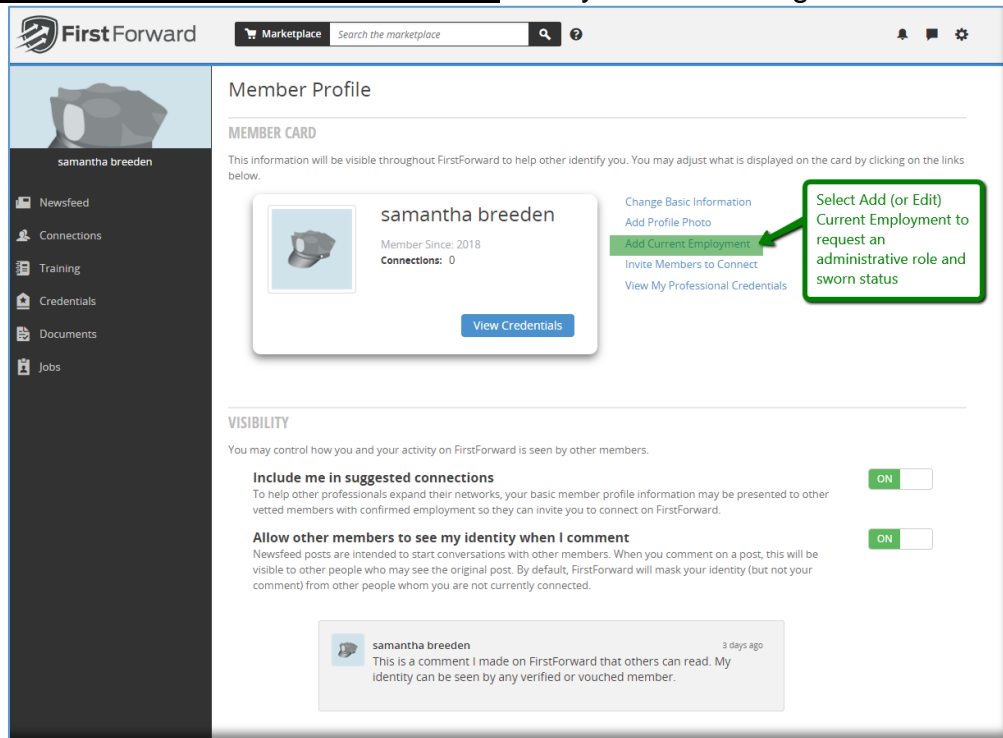
Check your email account for the FirstForward® verification email:



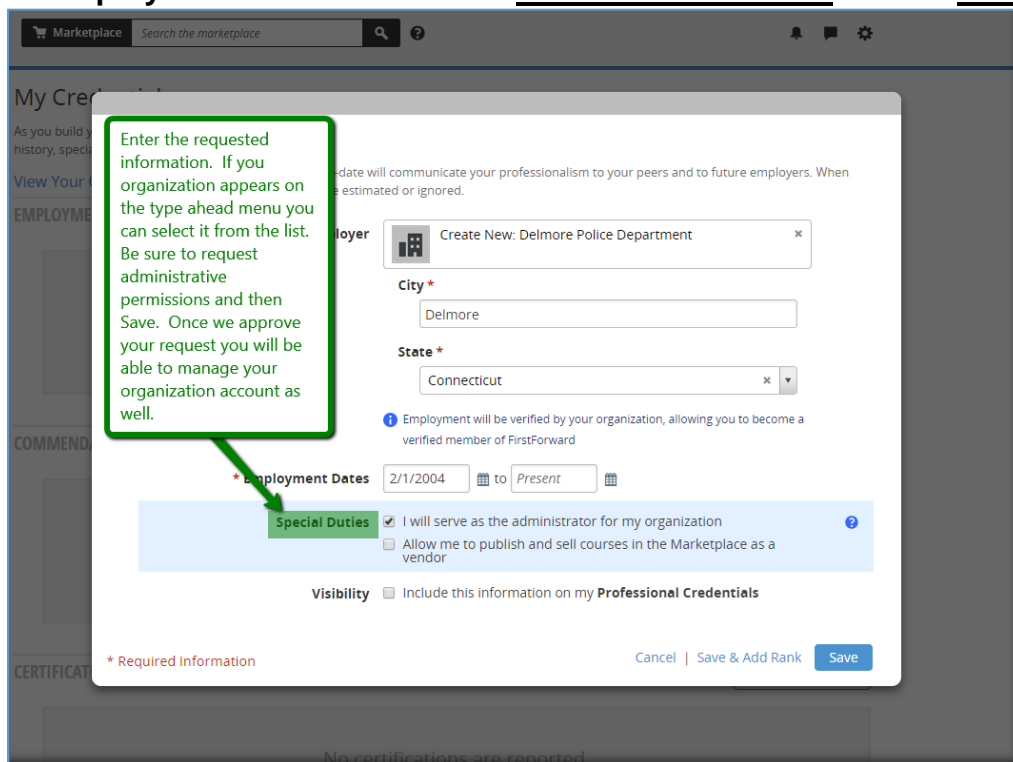
Set your **10-character password** and enter your employment. Select **Explore FirstForward®**:



Select **Add (or Change) My Employment** from your Profile Page:



Enter your **employment start date**. Select **Administrator Status**. Select **Save**:





Once we have verified your employment and administrative status you can repeat this process to request **sworn status** as well:

A screenshot of a web application interface showing the "Edit Your Employment" form. The form is titled "Edit Your Employment" and is set for "Delmore Police Department". It includes fields for "Employment Dates" (02/01/2004 to Present) and a "Sworn Officer" checkbox which is checked. A green callout box with a green border and arrow points to the "Sworn Officer" checkbox. The callout text reads: "Once we have verified your employment and your administrative status you can edit your employment once more to request Sworn Status. We will verify your sworn status as well." The form also lists "Special Duties" such as Administrator, Evaluator, Organization Communicator, Policy Creator, Recruiter, and Training Coordinator. There is a "Visibility" checkbox and "Cancel" and "Save" buttons at the bottom. A red asterisk indicates required information. Below the form, there is a note: "To include commendations with your credentials, you may add a commendation."

Congratulations! You are now a FirstForward® member!