



## Association Contact Registration

**Step 1:** Open a web browser and insert the following link into the search bar:

<https://register.oasa.ca/Account/Login>.

**Step 2:** Once on the OASA MRS website, proceed to sign in if you are a returning user. If you are a new user, you will need to create an account. After creating an account, you will receive a confirmation email that you will need to open and follow the directions provided to you. If you have multiple individuals using one email, you will need to add their name to your email to make their distinct user name, for example, billyjoel+karen@gmail.com. (Note: The email may end up in your junk or spam folder, as everyone's email is set up differently.)

**Step 3:** For returning users, please sign back into your account. When you have landed on the "Select a role" page, you will **not select anything** and instead click the "**Home**" button at the top of your page. Once you have done this, please let the OASA Registrar know that you have completed signing up.

For new users, you will need to enter all of the personal information that is required. After this has been completed, you will end up on the page to select a role and association. **Do not select any role.** Instead of selecting a role or an association, please click on the "**Home**" button. Once you have done this, please let the OASA Registrar know that you have completed signing up so they can approve your account.

**You have now completed your Association Contact sign-up. Please reach out to the OASA to have your account approved.**

**OASA Registrar Contact Information:**

**Karen Mills - millsy@live.ca**