

Attachment #1b – Sample New User Account Activation Email Message

From: titlev@valleyair.org [mailto:titlev@valleyair.org]
Sent: Thursday, December 22, 2011 2:56 PM
To: Seng Lee
Subject: RE: Title V E-Reporting New User Account Registration.

Dear Sir or Madam,

This email is to inform you that your request for a Title V E-Reporting account has been granted. Please follow the instructions below to activate your account.

1. Go to the Title V E-Reporting Website: <https://tve.valleyair.org/login.aspx>
2. Proceed to activate your account by logging on using the credentials below.

Username: doejo
Password: testthis6

3. The website will ask you to change your password. Following the password change you will be required to select 5 challenge questions that will serve as additional login security. Your account will be activated upon providing the required challenge questions.

The District has issued a digital signature to you. It is available for download from the website upon logging on. Your digital signature can only be used to electronically sign Title V reports. It protected and encrypted using the password you provided during registration. We encourage you to keep your digital signature file in a safe place and not share it with anyone. More information can be found on the website once you logon.

Please follow this link to review the Digital Signature Agreement terms: [Digital Signature Agreement](#)

Feel free to contact the District if you have any questions regarding the system at:

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