



External Partner Quick Registration Guide

This guide provides the step-by-step instructions for CDC JOIN account registration. The registration process takes approximately **5 minutes** to complete and **must be completed within 90 days**.

If you have questions or encounter issues with completing registration, please contact your CDC JOIN Sponsor.

STEP 1: OBTAIN USERNAME AND INITIAL PASSWORD

You will receive a CDC JOIN Invitation email which includes your username and initial password, as well as the details required to complete registration. If you have your Invitation email, please proceed to **Step 2**.

- If you have not received your CDC JOIN Invitation email, contact your CDC JOIN Sponsor
- If you have misplaced your Invitation email, follow the steps below:
 - a) Navigate to <https://epea.cdc.gov/Retrieve.aspx>
 - b) Enter your email address

STEP 2: ACTIVATE YOUR ACCOUNT

To activate your CDC JOIN account, navigate to <https://epea.cdc.gov/> and follow the steps below:

- a) Enter your **Username** and **Initial Password**
- b) Review the **CDC Conditions of Use and Logon** and click **Accept** to continue with account registration

STEP 3: COMPLETE REGISTRATION

Once you have completed **Step 2**, the system will prompt you to re-enter your username. Please do not interrupt the system. Once prompted to re-enter your username, follow the steps below to create your password and establish your security questions and answers. This completes registration.

Note: If you are not automatically prompted to re-enter your Username, navigate to <https://epea-qpm.cdc.gov/QPM/User/Identification/>.

- a) Enter your **Username** and click **OK**
- b) Click **Register with Password Manager**
- c) Enter your Initial Password
- d) Create your security questions and answers
- e) Enter and confirm your new password and click **Finish**
- f) **Notify your CDC JOIN Sponsor** that you have completed CDC JOIN account registration

Note: Please remember your new password. Your CDC JOIN Sponsor will provide the necessary details for accessing authorized CDC JOIN applications. Your new password must be used to access authorized CDC JOIN applications. Attempts to login with the initial password will be rejected.

