Select the tab Log In, if you have an ActionID already, or select the tab, Create ActionID, if you do not.

Creating an ActionID:

Click the right tab that says Create ActionID circled in red in the picture above.
You will be taken to the following screen.

Enter the appropriate information in the fields including an email address and a password you create. The criteria for the password is on the screen in red. Then click the blue create button.

You will then be taken to following screen. Click “No Thanks, Continue”
Once you have logged in, a short tour is available so callers can learn how to use the site.
The name and phone number is on the top.

The *Additional Information* is on the left.

There is a toggle to indicate if you were able to contact the person. If it is selected to Yes, the *Script* is visible.

If you were **not able to contact the person**, toggle to **No**, and the *Canvass Results* in your *Script* that are available for *Phone* calls will be visible. **Select the *Canvass Result***.