



## Echo ToolBox™ Registration Instructions

**If one person is creating all individual accounts for each staff member:**

1. Visit [www.echotoolbox.com](http://www.echotoolbox.com) and select *Register*.
2. Enter demographic information to create an account and *Go To: Individual Account*.
3. Visit dropdown menu *My ToolBox/Create a Facility*.
4. Enter demographic information to create your facility; do not invite staff to join.
5. Log out and select *My ToolBox/Create an Account*. (Enter staff member account information, repeat this step for each staff member)
6. Log in to your ETB account and *Go To: Your Facility*.
7. Visit dropdown menu *My ToolBox/My Staff/Add Additional Staff*.
8. Add staff accounts created in Step 5 and *Save*. (Make sure to Edit Staff Positions in Manage Staff Accounts)
9. Visit dropdown menu *My ToolBox/My Staff/Pay for Facility Staff* to pay via credit card or generate an invoice
10. Welcome to Echo ToolBox™!

**If each staff member is creating their own account:**

1. Visit [www.echotoolbox.com](http://www.echotoolbox.com) and select *Register*.
2. Enter demographic information to create an account and *Go To: Individual Account*.
3. Visit dropdown menu *My ToolBox/Create a Facility*.
4. Enter demographic information to create your facility; and invite staff to join.
5. You will need staff member ETB usernames to continue to Step 6.
6. Log in to your ETB account and *Select Destination: Your Facility*.
7. Visit dropdown menu *My ToolBox/My Staff/Add Additional Staff*.
8. Add staff accounts and *Save*. (Make sure to Edit Staff Positions in Manage Staff Accounts)
9. Visit dropdown menu *My ToolBox/My Staff/Pay for Facility Staff* to pay via credit card or generate an invoice.
10. Welcome to Echo ToolBox™!

ASE staff is available to assist your lab at any time during this process by emailing [info@echotoolbox.com](mailto:info@echotoolbox.com) or calling 919-297-7152 x7152