

# How Do I Create/Register an Account?

Before applying on board opportunities, you must first create an account with the Electronic Public Agency Appointment System (e-PAAS) website. The following is a quick guideline on the registration process.

1. Access the [e-PASS public website](#).
2. Click on the “Click here to register an account” button.

**Alberta**

## Welcome to ePAAS

ePAAS is Alberta's Electronic Public Agency Appointment System

Welcome to the Alberta government's electronic Public Agency Appointments System (ePAAS) online registry site. Registering is quick and simple and only requires your name and basic contact information. Once you have registered, ePAAS will allow you to:

- Search and apply for current and upcoming appointment opportunities online
- Identify other public agency boards of interest should opportunities become available
- Save your application form at any stage and complete it later
- Store your last application online as a profile to save time filling in forms for subsequent applications
- Update your personal information and resume at your own convenience

[Privacy Policy](#)

### Login to ePAAS

Email address

Password

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Seven + Zero =

**Login**

[Forgot password?](#)

**Click here to register an account**

If you have any questions about this registration process, please contact the Public Agency Secretariat by email at [PASinfo@gov.ab.ca](mailto:PASinfo@gov.ab.ca).

3. Enter information in required fields as shown below and click on the “Register” button.

**Alberta**

## Welcome to ePAAS

### Electronic Public Agency Appointment System

To create an ePAAS account, please provide an email address and select a password.

Email address

Password (at least 8 characters long)

Confirm password

I Agree to the [terms and policy](#)

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Three + One =

**Register**

[Already have an account? Login](#)

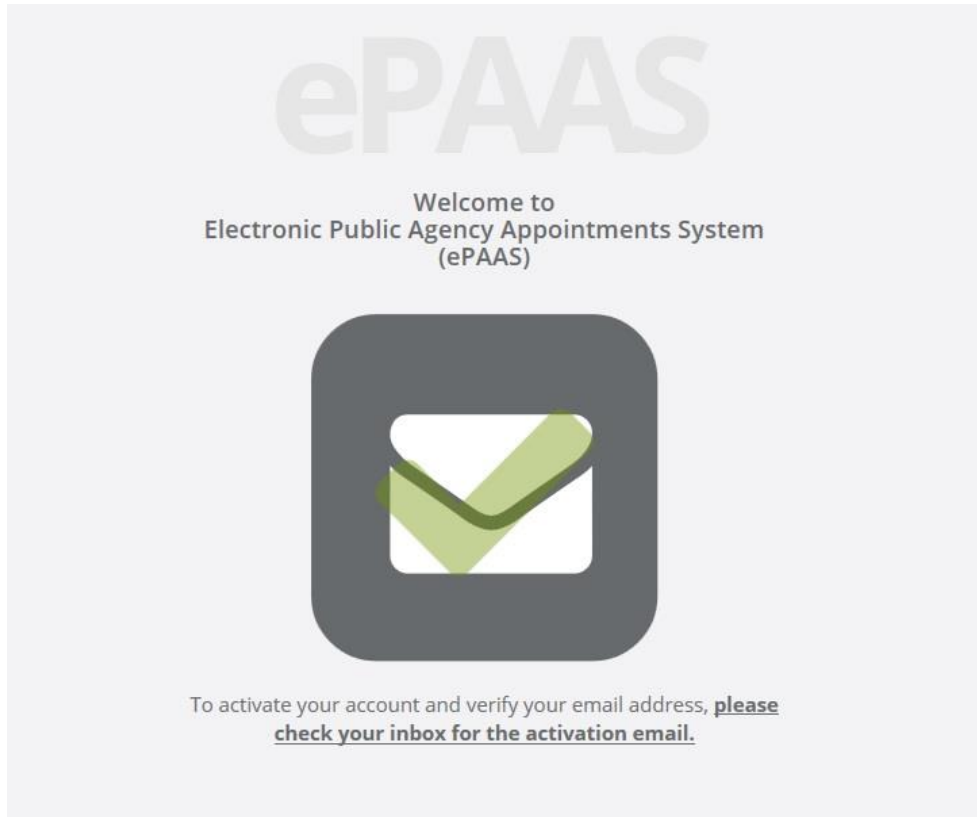
### Terms and Policy

The personal information in the electronic Public Agency Appointments System (ePAAS) is being collected and used pursuant to section 33(c) and section 39(1)(a) of the Freedom of Information and Protection of Privacy Act. This information is collected so that you may apply for current public agency appointment opportunities using the ePAAS. Personal information will be disclosed to associated/participating ministries in the appointment selection process to determine the eligibility of candidates. Non-identifying information collected in the ePAAS will be used for statistical and research purposes.

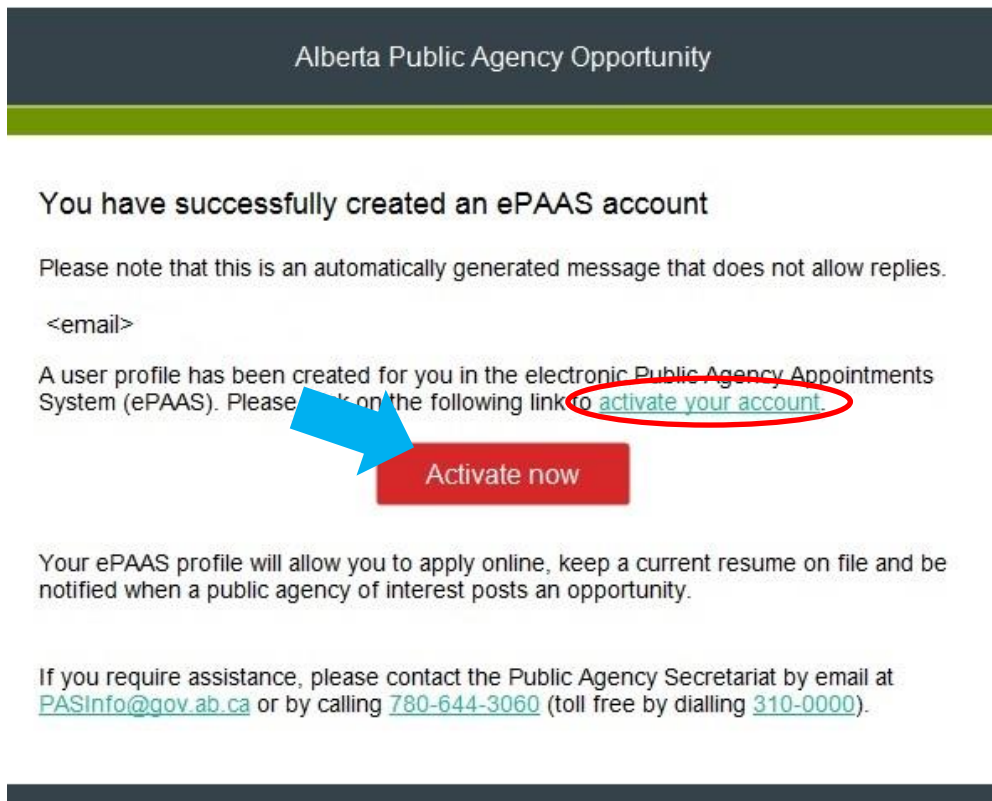
Questions regarding the collection, use, or disclosure of this information, may be directed to Public Agency Secretariat by email at [PASinfo@gov.ab.ca](mailto:PASinfo@gov.ab.ca) or by calling 780-644-3060.

By clicking on the "Agree to the terms and policy" checkbox, you acknowledge this privacy notice and will be able to create an ePAAS account and submit your resume and other related documents through the online application process. Should you choose not to use the online process, as an alternative, you

4. The website will be re-directed to the information below.



5. You will receive a confirmation email. Open this email and activate your account by clicking on the “activate your account” link or “Activate now” button provided in the email.



6. Once you have activated your account, the website will direct you to the main log-in page. Enter information in required fields as shown below and click on the “Login” button.

The screenshot shows the ePAAS login interface. On the left, there is a 'Welcome to ePAAS' section with a list of user benefits and a 'Privacy Policy' link. On the right, the 'Login to ePAAS' form includes fields for 'Email address' and 'Password', a CAPTCHA question 'Sixteen + Eight = number', a green 'Login' button, a 'Forgot password?' link, and a 'Click here to register an account' button. A footer note provides contact information for the Public Agency Secretariat.

7. To start applying on a board opportunity, you will need to complete the “Applicant Information” section and upload a current resume.

### Welcome to ePAAS

The electronic Public Agency Appointments System (ePAAS) is the Government of Alberta's online registry site for public agency appointments.

There are three steps to apply



Complete your Applicant Information



Upload your Resume to your Profile



Apply for Current Opportunities

If you have further questions, please contact the Public Agency Secretariat at [PASinfo@gov.ab.ca](mailto:PASinfo@gov.ab.ca) or 780-644-3060.