

Note:

We are using a NEW registration program so if you have not used Access ACS before you will need to create a new login.

1. On Foundry's homepage, click on "Sign-up for Access ACS here"
2. On the new page that opens, click on the link "Need a login? Click here"
3. Enter the information required – NOTE: You will need to enter your name and email address as we have it on file at Foundry. Therefore, be sure to use your first name, not a nickname (Example: use William instead of Bill or Katherine instead of Katie). If you are unsure what we have on file for you, please do not hesitate to call the office and the person answering the phone can help you out.
4. Once you have completed the form, click "Find me"
5. Select your name from the list.
6. You will receive an email with your login and password which can be changed upon your first official login into the system.
7. Return to the main initial login screen and use the login and password you were emailed to login.
8. Change your login and password to anything you want...something you will remember.
9. Now login any time you want.

Please feel free to contact Foundry 202-332-4010 at any time if you need help.

Thanks for using our new system. We hope it will make your life much easier.