How to **START** ● **STOP** ● **MOVE**

**LET’S GET STARTED**

Type your first and last name in the **Your Name** section.

Then enter your email address in the **Your Email** section. If you do not have an email address, please enter your first initial, last name and last 4 digits of your phone number then add @toho.com (Example: jsmith1234@toho.com).

Once you have completed this, please press the **Press Here To Start Application** button.

**REQUEST FOR SIGNATURE**

You may press **Read Electronic Record and Signature Disclosure** to read the terms and conditions prior to signing.

Then click the box **I consent to use Electronic Records and Signatures** and then press the **Continue To Application** button.

**APPLICATION PAGE**

Please press the **Start** box in the upper right-hand corner to begin the application.

Click in the fields to fill in your information.

Once you have filled in your information, press the **Sign Here** at the bottom of the application.

**LAST STEP - YOUR SIGNATURE**

You are now on the **Adopt Your Signature** screen. Please verify your name is correct in the **Full Name** field then click **Adopt and Sign**.

Then press the **Finish** button in the upper right-hand corner. Your application has now been submitted.

**What happens now?**

A Customer Service Representative will contact you at the phone number you provided on the application if additional information is needed and/or to provide you with your account information.