

How to create an account

Go to www.nihreviewers.com

Click on the Book Online link and then click on the **Create a New Account** link on the Login page of the URL.

Login

Use your username, password, and corporate ID to log in below.

Username*

Password*

Corporate ID*

Log In

[Forgot Password?](#) | [Create a New Account](#)

3. Complete the fields on three screens (see screen shots) and click **Finish**. Use NIH as your Corporate ID.

Create New Account

Enter your corporate ID to begin.

Corporate ID*

Next

Create New Account (Step 2 of 3)

Enter your information below.

New Username*

Repeat New Username*

Business Email*

Repeat Business Email*

Next

Page 2

Create New Account (Step 3 of 3)

New Secret Question

New Secret Answer*

Repeat New Secret Answer*

Finish

Page 3

You will see this message below:

Create New Account

We have sent a message to the email address associated with your online account. Please open your email and click on the activation link in our message.

A few things to keep in mind:

The activation link expires within 48 hours.

If you can't find our email, make sure that noreply@trondent.com is in your safe senders list. You can also look for our message in your spam folder.

It can take up to 20 minutes for the email to be delivered to your inbox.

If you can't access the email account associated with this online account, contact your administrator of the site.

- The system automatically emails an account activation link. Usually, the email is received within a few minutes, but can take longer under certain circumstances. When received click the link (which expires in 48 hours) to launch the Change Password page.
- Create a password and enter the answer to the secret question that was set up in step 3. (See snapshot below)

Change Password

New password must be:
from 7 to 16 characters including at least following characters
1 lowercase
1 uppercase
1 numeric

New Password*

Repeat New Password*

Secret Question*

Secret Answer*

Save Changes

- Click on the **Save Changes** button. The profile opens and the traveler is logged in to the site.
- Complete the required fields (indicated with asterisks) and click the **Save Changes** button at the bottom of the screen.