

## REGISTERING FOR THE FIRST TIME THROUGH [WWW.KASHABLE.COM](http://WWW.KASHABLE.COM)

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1) Register and verify your identity and employer:

a) Visit [www.kashable.com](http://www.kashable.com) and select **Sign Up**.

You will need to register by creating a username (email) and password. You only need to do this the first time you sign up.

Make sure you have both your **personal and work email addresses, mobile phone number**, and your **employee ID number** on hand when you register.

b) When prompted, begin typing the first 3 letters of Pima County (**PIM**), and select '**Employer: PIMA**' from the drop-down list to verify your ID and employment information.

Please note that your **@pima.gov** email address needs to be correct with ADP in order to verify your employment and proceed.

If you have any questions, our support team is available 9:00AM — 6:00PM EST Monday through Friday and 10:00AM — 5:00PM EST Saturday and Sunday.

Simply call **(646) 663-4353** or email us at [support@kashable.com](mailto:support@kashable.com).