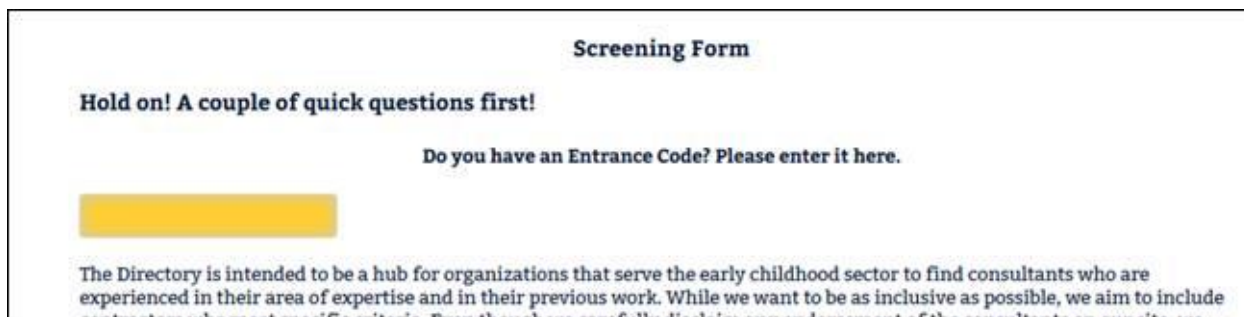


## How to use Discount Codes

If you have a Discount or Entrance Code to Early Childhood Consultants Directory, you will need to enter it when you first register. Here are the steps:

1. Go to the [Consultants Registration Page on ECEExperts.com](#).
2. On the “**Screening Form**” page, enter the Entrance Code in the gold box you see at the top of the page, as in the image below. You should **copy the code from this email and paste it into the gold box**.



The screenshot shows a web form titled "Screening Form". At the top, it says "Hold on! A couple of quick questions first!". Below that, it asks "Do you have an Entrance Code? Please enter it here." and features a yellow rectangular input field. At the bottom, there is a disclaimer: "The Directory is intended to be a hub for organizations that serve the early childhood sector to find consultants who are experienced in their area of expertise and in their previous work. While we want to be as inclusive as possible, we aim to include contractors who meet specific criteria. Even though we carefully disclaim any endorsement of the consultants on our site, we..."

3. On the next page, “**Account Registration Form**” enter your contact information and password.
4. The system will send you a confirmation email with an activation link. Click the link in the email to activate your registration. (If you do not receive the email, check your **Spam or Junk** folders because the email may end up there.)
5. Once you activate your account, follow the instructions in the [Consultant Profile Optimization Guide](#) to set up your profile.

**Please note that you must complete the required fields before any other fields or the information you enter will not be saved. We strongly recommend you create and save the content for the longer content fields in Word or other document processing software so you have a record of them if the system times out or does not save your work.**

If you need help, [contact us](#) and we will be happy to help you.