

Creating a New Account Workers' Compensation First Check Reconciliation

1. Enter your contact information and click "Create Account."
Use your State of Connecticut e-mail address.

Follow directions below to create a new account

There are 2 steps to create a DAS Business Account

Step 1 Please enter and confirm your email address and password then click "create account". This will generate an email with a link to activate your account.

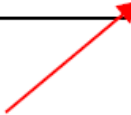
Step 2 Click on the link found in your email to activate your account and select your role (Vendor, Agency, Municipality).

To subscribe for the CT Bidder Notification: [Bid Notice Registration](#)

[Page Help](#)

Enter First Name	<input type="text"/>
Enter Last Name	<input type="text"/>
Enter E-Mail Address	<input type="text"/>
Confirm E-Mail Address	<input type="text"/>
Enter Password	<input type="password"/>
Confirm Password	<input type="password"/>

[Cancel](#)



2. After clicking "Create Account," wait here until you receive e-mail with a link to activate your account.

 State Of Connecticut
Department of Administrative Services
Business Network 

Current User: [Menu](#) [Log In/Out](#)

Account Created

To continue, please follow the directions below.

You have created an account with The Department of Administrative Services application program.

You will receive an e-mail which will explain how to activate your account.

PLEASE NOTE: You will not be able to log in until you have activated your account through your e-mail.

If you do not receive an e-mail, check the following:

- Be sure you typed in your e-mail address accurately.
- The e-mail could have been caught by your spam filter. If you suspect this is the case, contact your e-mail provider.

If neither of these is the case, please contact us at [Email me](#), for assistance.

3. On the resulting page, click the link for Connecticut State Employee.

The screenshot shows a web browser window with the following content:

- Header:** DAS logo on the left, "State Of Connecticut Department of Administrative Services Business Network" in the center, and a small image of the state capitol building on the right.
- Navigation:** "Current User: dana.soderford@po.state.ct.us" on the left, and "Main" and "Log In/Out" links on the right.
- Section:** "Account Activation" followed by a large blue heading: "Thank you for participating in the State of Connecticut's Internet Business Initiative."
- Text:** "Your login has been activated. You can begin doing business with us by logging in." followed by a "Page Help" link.
- Confirmation:** "Your account has been activated." in red text.
- Links:** Three red underlined links: "Click here if you are a Vendor or Contractor", "Click here if you are a Connecticut State Employee or an employee of a Connecticut City, Town or Municipality", and "Click here if you are an employee of the Department of Administration Procurement Division or a Connecticut State Auditor".
- Buttons:** A "Close Window" button at the bottom center.
- Footer:** "The Department of Administrative Services Business Network. Review our Privacy Policy. Need to contact us? Send e-mail to [DAS Web Design](#). All State [disclaimers and permissions](#) apply." and "HR: Cover 470" at the very bottom.

4. Select 'Agency' for Customer Type.
Enter your 3 character Agency Code for Agency Code – NOT your agency number. Fill in your customer information and click Continue.

At this point your account has been established.

Contact the DAS Workers' Compensation Division at (860) 713-5002 with any problems accessing the content of this website.