

1. Go to <https://balancepro.docebosaas.com/> and click "Register."

**Sign In**  
Please insert your username and password to proceed

Username \*

Password \*

[Forgot your password?](#)

**SIGN IN**

New user? **Register**

2. Complete the registration form, enter "Arch MI" as the branch code, and click "Register."

**Register**  
Begin your new learning experience by simply filling out this form.

Username \* jilldoe      Email \* jdoe@email.com

First Name \* Jill      Last Name \* Doe

Password \* .....      Retype Password \* .....

Language English      Branch code \* Arch MI

I accept the terms of the privacy policy\* [View Privacy Policy](#)

Existing user? [Sign In](#)      **REGISTER**

3. Go to your email, open the message titled, "Please confirm your registration request," and click on the link. If you cannot find the message, check your Spam folder.

Wed 6/26/2019 3:12 PM  
balancetraining@balancepro.org  
Please confirm your registration request

To: jdoe@email.com

We have received your subscription request with the following information:

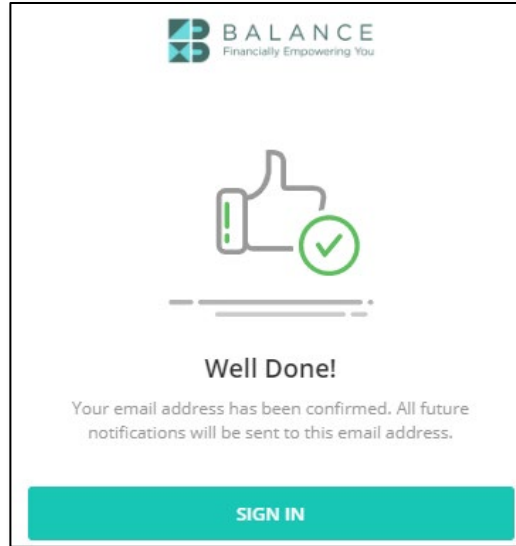
UserID : jilldoe  
Password : my1passw0rd

To complete the registration process, please click on the link below, (or copy it in your web browser address bar)

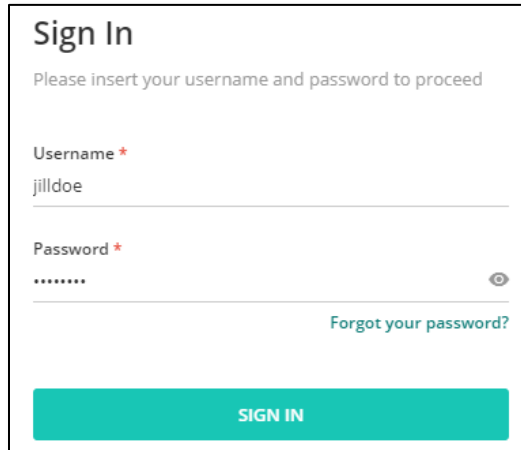
<https://balancepro.docebosaas.com/learn/user/confirm-registration/d842c049ce746cd681cca15f7c6f4e33>

This request will be valid for the next 48 hours

- An internet window will open with the message depicted below. Click "Sign In."



- Enter your username and password, and then click "Sign In."



The image shows a "Sign In" form. The title is "Sign In". Below the title is the instruction "Please insert your username and password to proceed". There are two input fields: "Username \*" with the value "jilldoe" and "Password \*" with masked characters ".....". To the right of the password field is an eye icon. Below the password field is a link that says "Forgot your password?". At the bottom is a teal button labeled "SIGN IN".

- Click "Landlord Education Certificate Program."

