

Registration and EFT/TIN:

1. To register for your author center, go to www.archwaypublishing.com and click on the person icon on the top right hand side of the page.
2. Then click “Login” and “Create an account.”
3. You must the email address to which this email was sent to register.

Once logged in please follow links on the Dashboard or:

1. To submit your bank information, “Account Information” and then “Update Electronic Payment Info.” You must have a US bank account number.
2. To submit your Social Security Number, click “Account Information” and then “Update Tax Information.”

IF registered and password needs reset:

1. On the login page please click on the “Forgot your Password” link
2. Author will be sent the following email:

A system-generated email was sent to your email address containing a link which will direct you to the password reset page. Please create a new password and take note that it should meet the following requirements:

Passwords must be at least eight (8) characters in length

Passwords must contain at least three (3) of the four (4) below:

- *Uppercase letter*
- *Lowercase letter*
- *Number*
- *Special character*