TCRW-01

# Create an Account – Successfully create an account for the Section 14(c) Certificate Application

**DESCRIPTION**

An unregistered user should be able to create an account and begin using the application.

**PRECONDITION**

The user must **not** already be registered with an email address and password.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the application landing page |  |
| 2 | Find the form fields under the heading “Create an Account” |  |
| 3 | Provide a First Name |  |
| 4 | Provide a Last Name |  |
| 5 | Provide an Email Address |  |
| 6 | Provide a Password that meets the security requirements |  |
| 5 | Confirm the Password provided in the previous field |  |
| 7 | Click on “Register” |  |
| 8 | View confirmation message that account was successfully created and a verification email was sent. |  |
| 9 | Check email, find confirmation email |  |
| 10 | Click on link in email |  |
| 11 | View message that says accounted is confirmed |  |

**EXPECTED RESULT**

A user that provides an email address that has not previously been registered and provides a password that meets the security requirements will be presented with a success message that asks them to confirm their account via email. The email will be sent immediately, and the user will be able to click on the link provided in the email to confirm their account.

TCRW-02

# Log in – After creating an account, successfully log into the application

**DESCRIPTION**

A newly registered user that has confirmed their account via email can log into the application.

**PRECONDITION**

The user must already be registered with an email address and password, but **not** logged into the application.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Navigate to the application landing page |  |
| 2 | Find the form fields under the heading “Log in” |  |
| 3 | Provide a valid email address |  |
| 4 | Provide a valid password |  |
| 5 | If first log in, confirm the next screen asks to “Register an Employer” |  |
| 6 | If **not** first log in, confirm the next screen is the Dashboard with a button to “Start” or “Continue” an application |  |

**EXPECTED RESULT**

A registered user who successfully confirmed their account via email can log in into the application. If it is the user’s first-time logging in, they will be prompted to Register an Employer. If not the first-time logging in, they should be directed to the dashboard where they will have the option to begin a new application or continue one already in process.

TCRW-03

# Register an Employer – On first log in, successfully register an employer

**DESCRIPTION**

A registered user should be able to successfully choose Hourly as their type of payment, and provide the information needed for using the Prevailing Wage Survey as a method for determining the wage rate.

**PRECONDITION**

The user must already be registered with an email address and password, and logged into the application.

**ASSUMPTION**

A supported browser is being used.

**TEST STEPS**

|  |  |  |
| --- | --- | --- |
| # | Step | Pass/Fail |
| 1 | Log in for the first time after confirming your account via email |  |
| 2 | Confirm presentation of the “Register an Employer” screen |  |
| 3 | Provide answers for the questions asking for details for the employer |  |
| 4 | Click “Register Employer” |  |
| 5 | Confirm successful registration of the employer |  |
| 6 | Click on “Dashboard” in the top navigation |  |

**EXPECTED RESULT**

Users should be presented with a screen prompting them to register employer an employer upon successfully logging in for the first time.