**Getting Started - Regular User Account**

Step 1: Please go to [www.rpreportingagency.com](http://www.rpreportingagency.com/)

Step 2: Click Registration in the top right corner

Step 3: Fill out the required forms and click submit - **once you submit your information, YOU CANNOT change it manually anymore. A request must be submitted to accounts@rpreportingagency.com**

Step 4: Click "Regular" for the account type ! (Very important)

Step 5: Submit your information accurately

Step 6: Once your account is confirmed you will receive your Registration approval email. This will have all your Regular User info including your User Reg #. Don’t lose that number !

Step 7: Login to your account

**How to appeal a Record ?**

Step 1: Please go to [www.rpreportingagency.com](http://www.rpreportingagency.com/)

Step 2: Login

Step 3: Click the “my account” tab

Step 4: Scroll to the offense(s) that you want appealed.

Step 5: Click the appeal button and fill out the required fields

Step 6: Check email for confirmation form

Step 7: Check email over the next 1-3 business days and wait for a response for further instructions.

\*Be prepared to upload evidence via email.

**How to make changes to your account ?**

To make a change to your information, please email [accounts@rpreportingagency.com](mailto:accounts@rpreportingagency.com) and provide your Reg# somewhere in the email.

Explain what information you want changed and explain why. Once your response is recorded, we will update the necessary information.

**Find out why my account is Flagged?**

Email us at [reports@rpreportingagency.com](mailto:reports@rpreportingagency.com) or [accounts@rpreportingagency.com](mailto:accounts@rpreportingagency.com)

And find out why your account was **flagged.**

**How do I deactivate my account ?**

If you would like to change the status on your account, please email [accounts@rprpeortingagency.com](mailto:accounts@rprpeortingagency.com)

We will deactivate your account.

**List of contact information for the RPRA**

accounts@rpreportingagency.com - The ability to make and add changes to accounts.

appeals@rpreportingagency.com - trouble with appeals and questions

IT@rprpeortingagency.com - Tech Support

reports@rpreportingagency.com - changes needed to be made to an added record.

**Best Regards,**

**RPRA**

[**www.rpreportingagency.com**](http://www.rpreportingagency.com)