Using your Taskstream Key Code

You have been selected to receive a Taskstream account. The key code that has been issued to you is intended for your use only. Follow the directions below to create/renew your account on Taskstream.

1. Go to www.taskstream.com

2. On the Taskstream home page click the Create or Renew Account link located at the top of the screen.

You should now see the Purchase or Activate Subscription page.

3. Select whether or not you are creating a new account (First Time Subscriber), renewing an account, or converting a guest account. Then enter the key code specified below in the appropriate fields and click the Continue button.

   Key Code: Y7X5Y3-FYJEL4

4. Complete Steps 2 and 3. During step 3, make sure to note the username and password that you have chosen.

   Username: _____________________
   Password: _____________________

   This will be the username and password you will use to access TaskStream.

5. Confirm your registration information in Step 4. If you need to edit any of the information you have entered click the Edit button. Otherwise click Continue to complete your registration.

6. The next page will display a link to take you to the home page where you can enter your username and password to login and begin using your TaskStream account.

Self-Enrollment Instructions

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