It is pretty simple, however the power point presentation is a bit out of order (slide 5 should be after slide 9)

1.  Go to the following website:
<https://aissreports.acxiom.com/consumer/contractor.asp>
    a.  at the top you will see and entry for 'Partner Code\*:'  In this field enter: POTO6845
    b. After you have entered the Partner Code, then if you are a new user click 'enter' button after where it says 'I am a New User'
2. On the account creation page:
    a. For 'Business Name' type: VAH0005
    b. For 'Company ID' either type : 999 if you are a volunteer or your CEP# if you have one
    c. The rest is pretty straight forward on this page.  I recommend select the 'email' radio button after where it says 'How would you like to receive your final reports?'  Also, I did not put anything for the fax number as I wanted to make sure I got everything via email.
    d. After you have done that, you will then create a username/password:  Pay attention to the password requirements, they are pretty strict.  The same character cannot be repeated in the password.
    e. At this point, it then sent me through a series of agreements (Liability Agreement and the Adverse Action Agreement)
3. Employee/sub-contractor:
    a.  This where the power point slides are confusing as it tells us to now wait for a confirmation email.  Don't, you wont get it yet.  Slide 5 in the Power point should be after slide 9
    b.  Select add and employee/sub-contractor and enter the information as requested.
    c.  You will now get the confirmation email and it will walk you through the payment process, etc..

It only took me a couple of days to get my status back.  I submitted it on Saturday and got my results today.
If you have any questions, I can try to help you out..but it should not be very difficult.

The power point presentation for those wondering is located here:
<http://www.usahockey.com/potomac_valley_amate/default.aspx?NAV=AF_19_03&ID=291372>

Also, If you have not done so already you may want to create and account on the USA hockey web site and also register with USA hockey.  I know Larry has mentioned getting coaches and volunteers(?) certifications, you will need to have both to do that.