Step 1: Click “Register to MyLAFPP”
**Step 2:** If you have your PIN, click “I have a PIN” and verify your credentials. If you do not have a PIN, click “Request PIN” and verify your credentials. Your new PIN will be mailed to you through USPS Priority Mail. If you do not receive it within a few days, please contact us at (213) 279-3155 or 844-88-LAFPP (52377).
Step 3: Fill in the information. Must match LAFPP records exactly or you will receive an error.
**Step 4:** Create your personal username and password. **Username is case sensitive.** Password **must** be:

- at least 8 characters long
- contain at least one number
- one lowercase letter
- one uppercase letter, and
- one special character.

Click “Submit.”

If clicking Submit refreshes the page and clears your responses, it means you did not meet the username and password criteria.
**Step 5:** Select your Security Questions and type in your answers. Pick questions and answers that **only** you know. Answers are not case sensitive.
**Step 6:** If you are using a public computer/device, we advise that you not register your device.
Step 7: Please provide an email for your identification code to be sent to register your computer/device. Click “Submit.”
Step 8: Check the email you provided for the unique identification code. Click “Submit.” Note: Codes are only valid for 10 minutes. Once your code expires, you will need to restart the registration process.
**Step 9:** Enter the username and password that was created and click “Log in” to access personalized information.