When you get to the Maintenance Connection Website, click on sign up for the first time.
The Next Screen will look like this

Click I am not a Member of Maintenance Connection
The next screen will look like this.

Leave the first option chosen and type in **MIOA** in the connection Key, then click ok.
Next screen will look like this:

Fill out all the information on the entire page then press ok.
Once you get a notice that your log in has been approved, you can log into the system using your log in ID and password that you made up.

When you log in this is the screen that will come up: (**Page will load, the first time you log in it may be 5 minutes**)

Click the submit button when all fields are filled out.