



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

The FCM Portal User Guide

How to Re-register

July 3, 2025

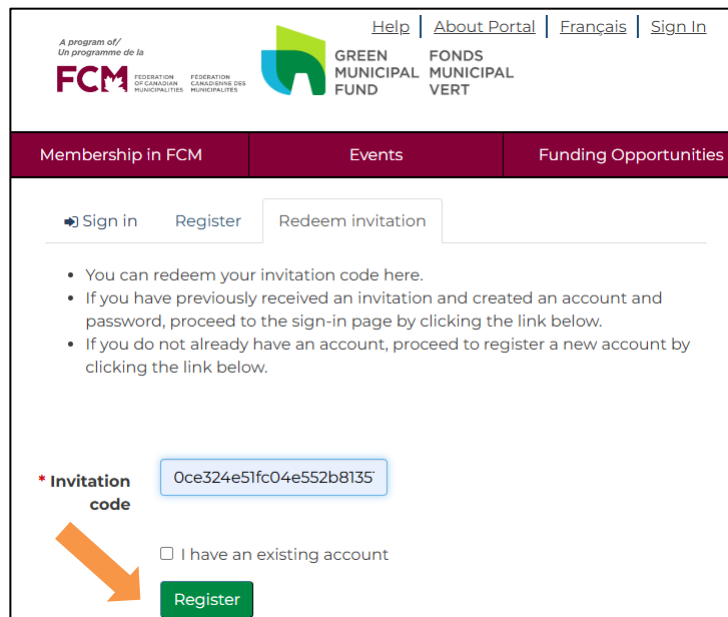
How to Register

1. Receive the invitation email

- Sent by the FCM Team from portalregistration-enregistrementportail@fcm.ca with the subject line **FCM Portal Invitation**
- **Didn't receive your invitation email?** Please contact us at portalregistration@fcm.ca

2. Click the link in the email

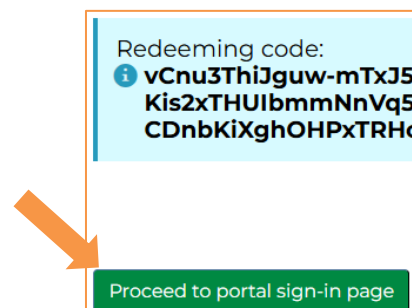
- Click **Access here to redeem your invitation** to begin the registration process. This will take you directly to the FCM portal's **Redeem invitation** page.
- Click **Register** to proceed



The screenshot shows the FCM Portal registration page. At the top, there are logos for FCM (Fédération des municipalités), Green Municipal Fund, and Fonds Municipal Vert. Below the logos is a navigation bar with links: Help, About Portal, Français, and Sign In. The main content area has three tabs: Membership in FCM, Events, and Funding Opportunities. The 'Redeem invitation' tab is selected. Below the tabs, there are instructions on how to redeem an invitation code. A text box labeled '* Invitation code' contains the code '0ce324e51fc04e552b8135'. Below the text box is a checkbox labeled 'I have an existing account' which is unchecked. An orange arrow points to the 'Register' button.

3. You will be redirected to a new page displaying your unique Redeeming Code

- Click **Proceed to portal sign-in page**
- *If you experience issues at this step, please contact portalregistration@fcm.ca*



The screenshot shows a page with a light blue background. At the top, it says 'Redeeming code:'. Below this, there is a unique code: 'vCnu3ThiJguw-mTxJ5Kis2xTHUIbmmNnVq5CDnbKiXghOHPxTRHc'. An orange arrow points to the 'Proceed to portal sign-in page' button at the bottom.

4. Create a **New Account**

- You will be directed to the **Sign in** page
- Click [Sign up now](#) link located just below the large blue **Sign in** button to begin creating your account

5. Enter **User Details** and **Send Verification Code**

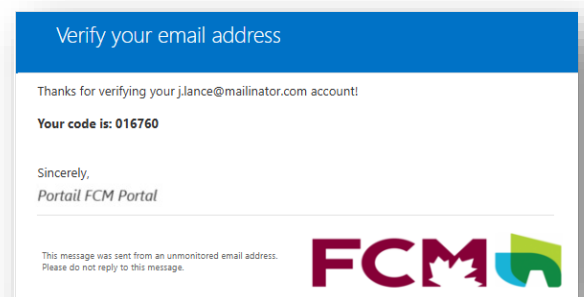
- On the **User Details** page, enter your professional email address
- Click **Send verification code**. You will receive a verification code in your inbox.

As part of FCM's commitment to secure access, the portal uses **Two-Factor Authentication (2FA)**.

This means that after entering your password, you will be asked to verify your identity using a secondary method: **code sent to your email**.

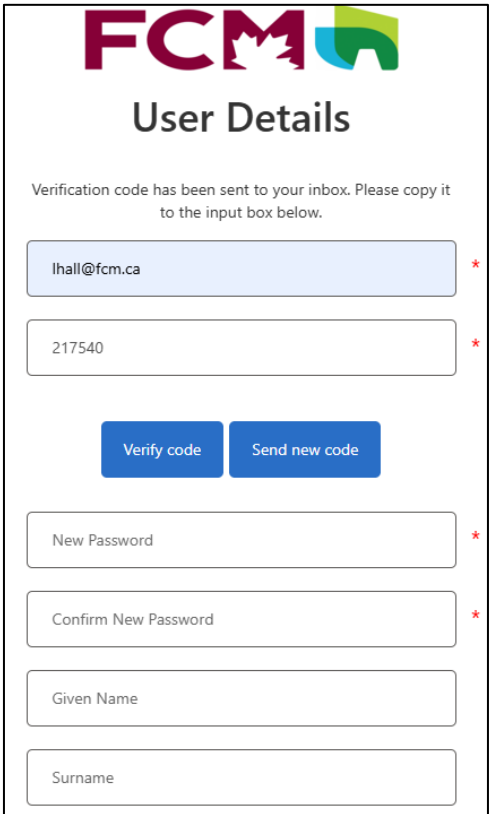
6. **Verify** your email

- After clicking Send verification code, check your inbox for an email from Microsoft on behalf of **Portail FCM Portal** msonlineserviceteam@microsoftonline.com
- After clicking **Send verification code**, check your inbox for an email that contains a **6-digit** verification code
- Copy the code (e.g., 517935) and return to the registration form to enter it in the **verification field**



7. Complete Account Setup

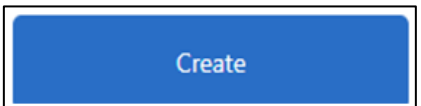
- After entering your verification code, click **Verify code**
- If your code has expired or you didn't receive one, click **Send new code** to request another.



The form is titled "FCM User Details". Below the title, a message states: "Verification code has been sent to your inbox. Please copy it to the input box below." The form contains several input fields and buttons. The first input field is for an email address, with the placeholder "lhall@fcm.ca" and a red asterisk to its right. The second input field is for a verification code, with the placeholder "217540" and a red asterisk to its right. Below these fields are two blue buttons: "Verify code" and "Send new code". Further down are three more input fields: "New Password", "Confirm New Password", and "Given Name", each with a red asterisk to its right. The final input field is for the "Surname".

8. Once verified, fill in the remaining required fields

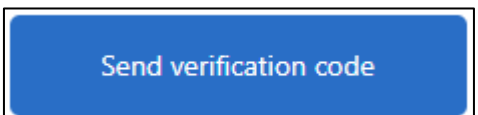
- Create and confirm your **new password**
- Enter your **First Name** and **Last Name**
- Click **Create**



A single blue button with the text "Create" in white.

9. Re-verify email

- After clicking **Create**, you may be prompted to verify your email address again
- Click **Send verification code** to receive a new code in your email inbox.



A single blue button with the text "Send verification code" in white.

10. Enter the **Verification code** and click **Verify code** to complete the verification

11. Email Verified – Proceed

- Once the verification is successful, you will see a message stating: **Email address verified.**
- Click **Continue**

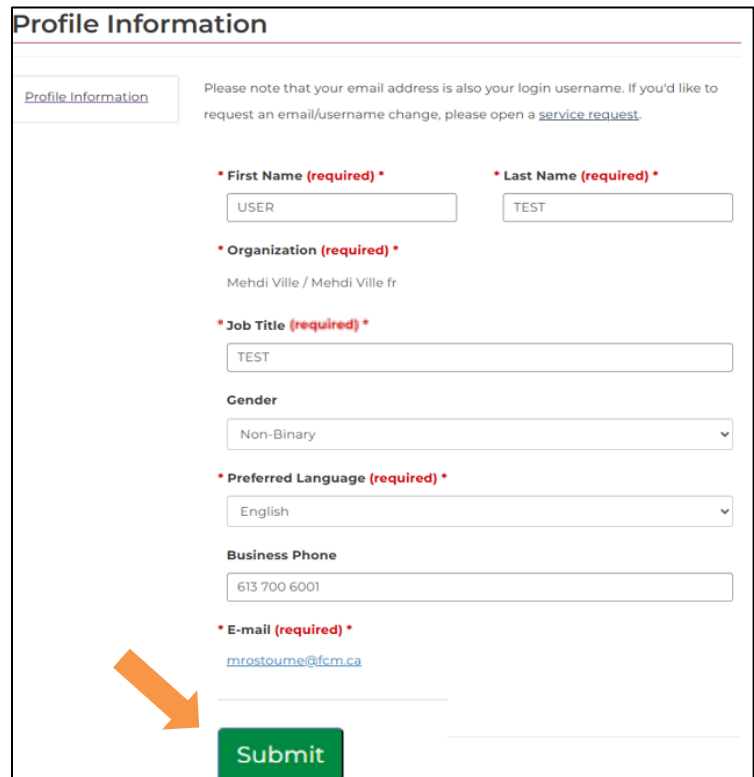
12. Accept Terms and Conditions

- After your email has been verified, you will be redirected to the **Terms and Conditions** page
- Read the terms and privacy policy carefully
- Check the box “I agree to these terms and conditions.”
- Click **Continue** to complete your

registration and access the portal

13. Verify and Update Information

- Review and complete all required fields marked with a red asterisk (*)
- Click **Submit**



Profile Information

[Profile Information](#)

Please note that your email address is also your login username. If you'd like to request an email/username change, please open a [service request](#).

* **First Name (required) *** * **Last Name (required) ***

* **Organization (required) ***
Mehdi Ville / Mehdi Ville fr

* **Job Title (required) ***

Gender

* **Preferred Language (required) ***

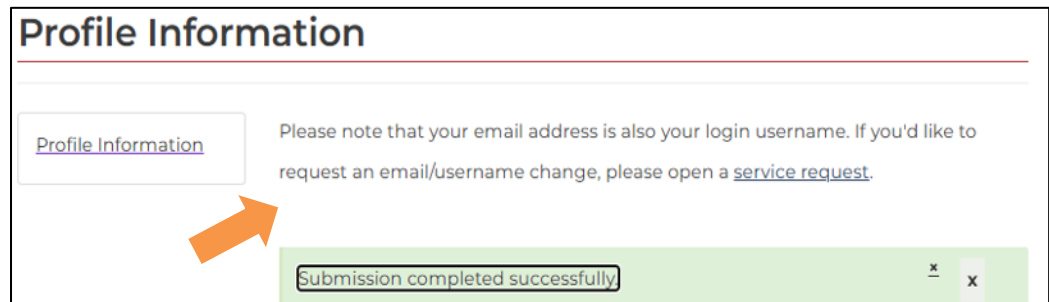
Business Phone

* **E-mail (required) ***
mrostoume@fcm.ca

Submit

14. Confirmation

- After clicking **Submit**, a green confirmation message will appear stating “Submission completed successfully.”



Profile Information

[Profile Information](#)

Please note that your email address is also your login username. If you'd like to request an email/username change, please open a [service request](#).

Submission completed successfully