



Red Gold, Inc. uses UltiPro, an online application tool that requires an email address to submit your application. This email will be used to communicate with you through the hiring process (i.e., schedule interviews, request additional information, notify you of new job openings).

If you do not have a valid email address, below are some screenshots on how to create an email address, with two different email providers that offer free account creation. Please note, Red Gold, Inc. does not have any connection to these email providers and is not promoting these over other email providers. There are other free mail providers available. A valid email address with any email provider will work.

Creating a Gmail email account:

1. Go to www.gmail.com.
2. Click **Create Account**.

This is a screenshot of the Google Sign in page. The Google logo is at the top, followed by "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone". There is a link for "Forgot email?". Below that, it says "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom, there are two buttons: "Create account" (highlighted with a red box) and "Next". At the very bottom, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

3. Select **For Myself**.
4. Click **Next**.

This is a screenshot of the Google Sign in page, similar to the previous one, but with the "Create account" button clicked. A dropdown menu is now visible, showing two options: "For myself" (highlighted with a red box) and "To manage my business". The rest of the page, including the "Next" button and the footer, remains the same.

5. Enter your **First Name, Last Name, Username (this will be your email address), and enter a Password two times.**
6. Click **Next**
Note the Highlighted section in the screenshot – you can change your language preferences if necessary.

This is the Google Account creation screen. It features the Google logo at the top left. Below it, the text "Create your Google Account to continue to Gmail" is displayed. The form includes fields for "First name", "Last name", "Username", and "Password". A "Confirm" field is also present, with a small icon indicating password strength. A "Next" button is highlighted with a red box. To the right of the form is an illustration of a blue shield with a white person icon, and below it, a laptop with various icons. The text "One account. All of Google working for you." is written below the illustration. At the bottom left, there is a "Sign in instead" link. At the bottom right, there are links for "Help", "Privacy", and "Terms".

7. Enter your **Phone Number**.
8. Click **Next**.

This is the Google phone verification screen. It features the Google logo at the top left. Below it, the text "Verify your phone number" is displayed. A subtext explains: "For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. Standard rates apply". There is a "Phone number" field with a dropdown menu for country selection. A "Next" button is highlighted with a red box. To the right of the form is an illustration of a blue shield with a white padlock icon, a red balloon, and a laptop with various icons. The text "Your personal info is private & safe" is written below the illustration. At the bottom left, there is a "Back" link. At the bottom right, there are links for "Help", "Privacy", and "Terms".

9. A verification code will be sent your phone number. If you do not have a texting option, you can click **Call Instead**.
10. Once you receive the verification code enter it in the **Enter Verification Code** field.
11. Click **Verify**.

This is the Google phone verification screen, showing the next step after entering the phone number. It features the Google logo at the top left. Below it, the text "Verify your phone number" is displayed. A subtext explains: "For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. Standard rates apply". There is a "Phone number" field with a dropdown menu for country selection. Below it is an "Enter verification code" field. A "Verify" button is highlighted with a red box. To the left of the "Verify" button is a "Call instead" button. To the right of the form is an illustration of a blue shield with a white padlock icon, a red balloon, and a laptop with various icons. The text "Your personal info is private & safe" is written below the illustration. At the bottom left, there is a "Back" link. At the bottom right, there are links for "Help", "Privacy", and "Terms".



12. Enter your **Date of Birth**.

13. Select your **Gender**.

14. Click **Next**.

This is a Google account creation screen. It features the Google logo at the top left. Below it, a message says "welcome to Google" with a small profile icon. There are input fields for "Phone number (optional)" and "Recovery email address (optional)". Below these are fields for "Month", "Day", and "Year" to set a birthday. A "Gender" dropdown menu is also present. To the right of these fields is an illustration of a blue shield with a white padlock, a red balloon, and a laptop. Below the illustration, it says "Your personal info is private & safe". At the bottom left, there is a "Back" button and a "Next" button, which is highlighted with a red rectangle. At the bottom of the page, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

15. Click **Skip** or **Yes, I'm In**.

This screen is titled "Get more from your number". It explains that a phone number can be added to a Google account for use across Google services. There are two options: "Receive video calls & messages" (with an unchecked checkbox) and "Make Google services, including ads, more relevant to you" (with a checked checkbox). A "More options" link is provided. To the right is the same blue shield illustration as in the previous screen. At the bottom, there are "Back", "Skip", and "Yes, I'm In" buttons. The "Yes, I'm In" button is highlighted with a red rectangle. The footer is identical to the previous screen.

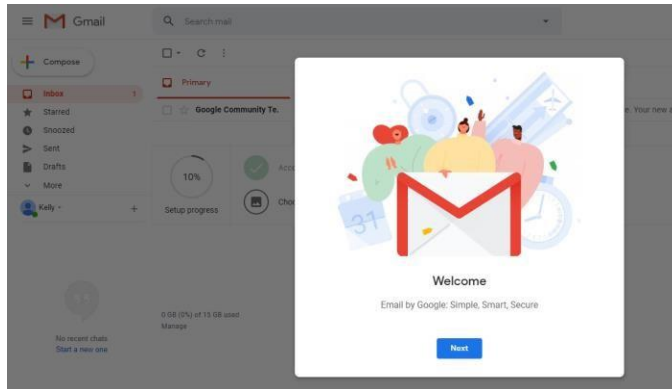
16. Review the **Privacy and Terms**

17. Click **I Agree**

This screen is titled "Privacy and Terms". It contains two sections: "Combining data" and "You're in control". The "Combining data" section explains how Google combines data from various services. The "You're in control" section explains how users can control their data. To the right is an illustration of a blue shield with a white padlock and a laptop. Below the illustration, it says "You're in control of the data we collect & how it's used". At the bottom left, there are "Cancel" and "I Agree" buttons. The "I Agree" button is highlighted with a red rectangle. The footer is identical to the previous screens.



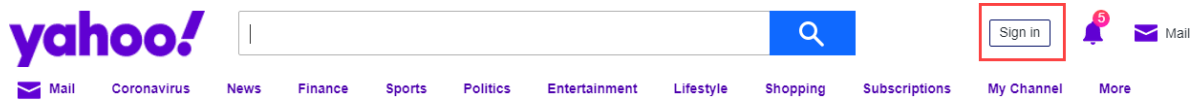
18. You have successfully created a Gmail.com email account!





Creating a Yahoo.com email account:

- 1 Go to www.yahoo.com.
2. Click **Sign In**.



3. Click **Create an account**.

The image shows the Yahoo sign-in and account creation form. At the top is the "yahoo!" logo. Below it is the heading "Sign in" followed by the text "using your Yahoo account". There is a text input field labeled "Email address" with a cursor inside. Below the input field is a blue button labeled "Next". Under the "Next" button are two links: "Stay signed in" (with a checked checkbox) and "Forgot username?". At the bottom of the form is a button labeled "Create an account", which is highlighted with a red rectangle.



4. Complete the fields on screen.

5. Click **Continue**.

A screenshot of the "Sign up for Yahoo Mail" form. The form is titled "Sign up for Yahoo Mail" and "Create a Yahoo email address". It contains several input fields: "First name", "Last name", "Email address" (with "@yahoo.com" pre-filled), "Password", "Mobile phone number" (with a "+1" country code dropdown), "Birth Month", "Day", "Year", and "Gender (optional)". Below the fields, there is a line of text: "By clicking 'Continue', you agree to the [Terms](#) and [Privacy Policy](#)". A blue "Continue" button is highlighted with a red rectangular border. At the bottom, there is a link: "Already have an account? [Sign in](#)".

7. Enter your **Phone Number**.

8. Click **Text me a verification code** or **Call me with a verification code**.

A screenshot of the "Verify your phone number" form. The form is titled "Verify your phone number". It contains a "Mobile phone number" input field with a "+1" country code dropdown. Below the field, there is a line of text: "We will send you a verification code to verify you're the owner of this phone." Below this, there is a link: "Messaging and data rates may apply". A blue button labeled "Text me a verification code" is highlighted. Below the button, there is a link: "or [Call me with a verification code](#)".



9. Enter the **verification code**.

Verify that you have this phone

Enter the verification code we sent to

Your verification code may take a few moments to arrive.
Please wait 53 seconds before trying to resend

or

[Call me with a verification code](#)

10. You have successfully created a Yahoo.com email account!