SEEK video how to create account:

https://www.youtube.com/watch?v=NW5zPlicrHE

1. Please visit our SEEK website at https://seek.ee.arkansas.gov/

2. Click “Create an account” at the top right of the website located under the Sign In Button

3. Fill in the information listed on the Create an Account page. Please attempt to fill in every box available.

4. Click the green Create Account button at the bottom of the page once everything is filled out.

5. Go to your email and locate the verification email from seek-no-reply. This should appear within a few minutes.

6. Click the verification link that is included in the email. If you are unable to locate the email, please check your spam or junk folder.

7. Once you click the verification link, you will be redirected back to SEEK where you can Sign In with your new account information.

Once your account has been created, you will need to set up your electronic signature. The instructions for that are below.

SEEK video-Obtaining Electronic Signature

https://www.youtube.com/watch?v=vPjwEUAESZE

1. Sign into your SEEK account

2. Click your name/profile settings at the top right of your SEEK account once you are logged in.

3. Click the Signing Authority tab under your profile settings.

4. If you filled out all the boxes when creating your account, you should see Begin Online Electronic Signature Agreement. Otherwise, you will need to click Update

your Profile in the yellow box and finish entering all of your information.

5. Once you can see Begin Online Electronic Signature Agreement in the Signing Authority tab, please click the button and read the terms and conditions. You will then need to type in your Password and one of the Security Questions you set up. As a reminder, these are Case Sensitive and need to be entered the exact same way they were created.

6. Click the Green Submit Agreement button. You will be redirected back to the Signing Authority tab where you will need to verify your identity. You should see a checkmark by Step 1. You will also see a downloadable copy of your electronic signature.

7. Verify your identity by entering your physical home address. Do NOT enter your work address. If you enter your work address or something is incorrect, you will be unable to complete the identity verification. It's recommended to start with the information listed on your government ID. Please make sure all information entered is your personal information, mailing address and phone number included. Please review your information and make sure everything is correct.

8. If everything is approved, you will be taken back to the Signing Authority tab and a green box will appear showing your Approval to certify and submit CROMERR submissions.