Activate your ctcLink Account: Employees
Step 1: Open a browser and go to the BTC website. Click on *About BTC* > Employee Login
Step 2: In the ctcLink section: Click on ctcLink Login for Employees
Step 3: Click “Activate Your Account” at the bottom of the page. Then click OK when the redirection pop up message displays.
Step 4: Enter the information as requested and click Submit.
Make sure you remember the email and security question answer. Write them down or take a screenshot.

The security question answer is NOT case sensitive.

Step 5: Enter your preferred Email. Then select a Security Question from the dropdown menu and provide the Answer to the question.
Add additional Account Recovery options located in the Account Recovery box. Enter a Phone Number for text (SMS) and/or enter a Phone Number for a voice option.

Step 6:
Password must have:
- At least 8 characters
- 1 UPPERCASE letter
- 1 lowercase letter
- 1 number (0, 1, 2, 3, ...)

Step 7: Create your password and confirm it. Then, click Submit.
Step 8: Your account is now activated! Make sure to record your ctcLink ID (it’s your new employee #). Then, click OK.
Step 9: Click Close. For security purposes, make sure to close your browser before logging in to ctcLink.