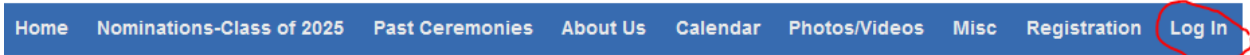


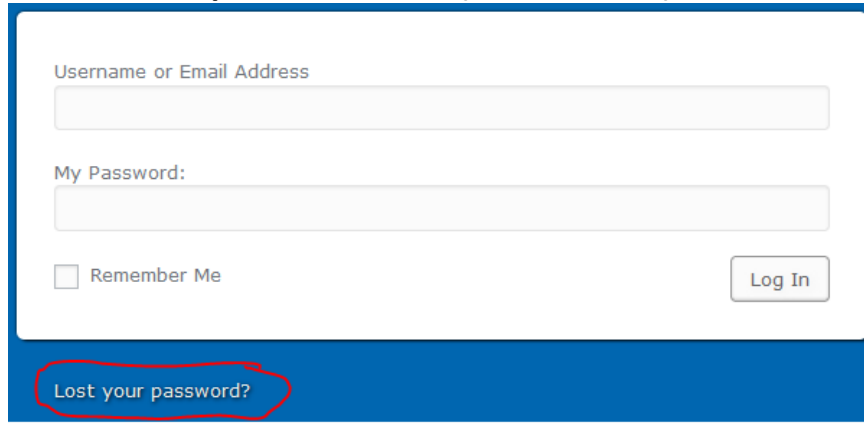
## Help File -- Logging-In to Webpage

If you are having difficulty logging in and it is due to a forgotten username or password, read the following.

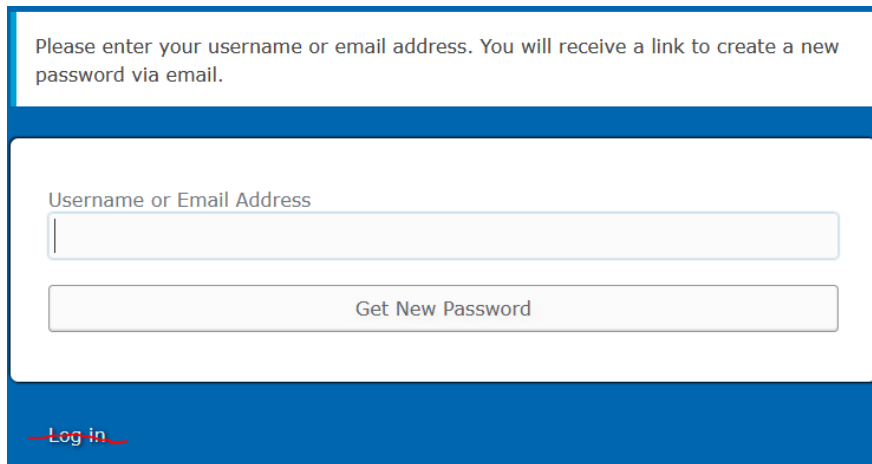
From the "Home" page, Click the "Login" option.



You should get a window similar to the one below--select the "Lost your password?" link (circled in red)

A login form with a white background and a blue border. It contains two input fields: 'Username or Email Address' and 'My Password:'. Below the password field is a checkbox labeled 'Remember Me' and a 'Log In' button. At the bottom of the form, there is a blue bar with the text 'Lost your password?' circled in red.

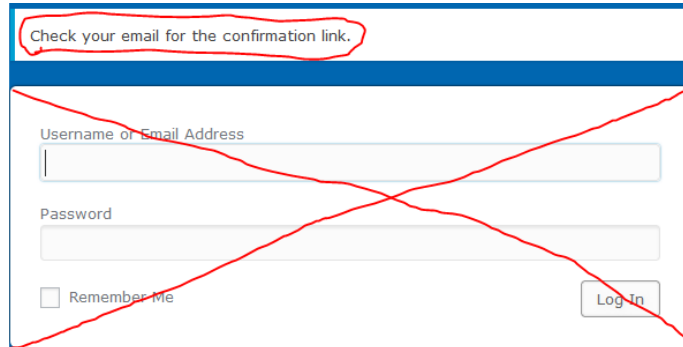
You should receive a window like this.

A password reset form with a white background and a blue border. It contains a text area with the instruction: 'Please enter your username or email address. You will receive a link to create a new password via email.' Below this is an input field labeled 'Username or Email Address' and a 'Get New Password' button. At the bottom of the form, there is a blue bar with the text 'Log In' circled in red.

Enter your email address OR your username then click "Get New Password". DO NOT click "Log In". The system **will send** an email to your email address with a link to get a new password. It may take up to 5 minutes. Check your spam/junk folder too.

(If your current email is not in the system you won't receive any email from the system.)

Next you will receive a window like below. **DO NOT ENTER EMAIL OR USER NAME AT THIS TIME. WAIT UNTIL YOU RECEIVE THE EMAIL FROM THE SYSTEM THAT GIVES YOU THE LINK TO SET UP YOUR PASSWORD.**



Check your email for an email from the system that contains a link to assist you setting up your password. Here is an example of such email:

**From: WordPress**

**Sent: Friday, October 4, 2024 11:35 AM**

**To: your-email-address**

**Subject: [] Password Reset**

**Someone has requested a password reset for the following account:**

**<https://www.your-web-page.com/>**

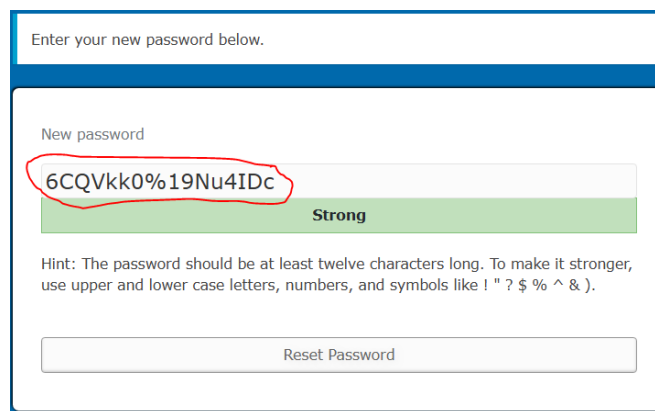
**Username: your-user-name**

**If this was a mistake, just ignore this email and nothing will happen.**

**To reset your password, visit the following address:**

**<The system will provide a link for you to click>**

**NOTE: The system will send the information to the email address it currently has for you. Here is an example of the system response after clicking the link.**



**Take note of the password the system plans to use (see inside the red circle). You do not have to use that one. You may type in the password you would like to use. Remember it!**

**If/when you change your email address you should update your profile information by selecting the "Update my profile" link in the "Members' Area" page. Otherwise the system does not know how to contact you. If you don't receive the email, it is probably because the system doesn't have your current email or it is in your junk/spam folder.**

**At any time you log in you may change the password to one you prefer (See "Update Profile" in "Members' Area").**