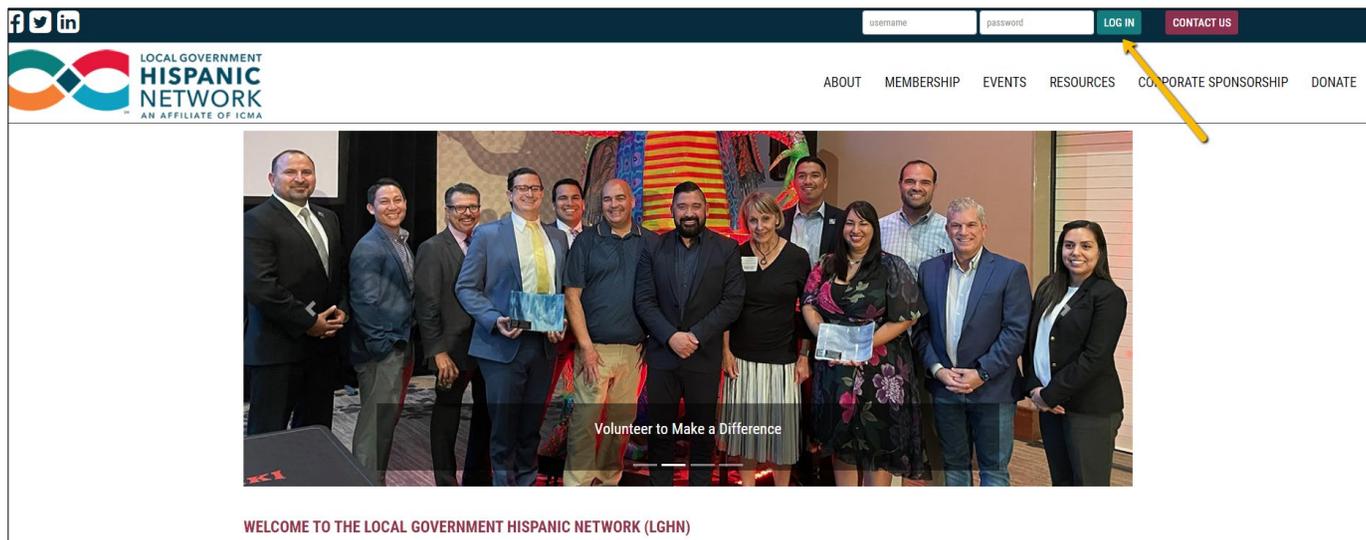


How to access the area of the website for Members Only.

The first time you come to the new LGHN website, you will want to create a **password**. Select the blue **LOG IN** button.



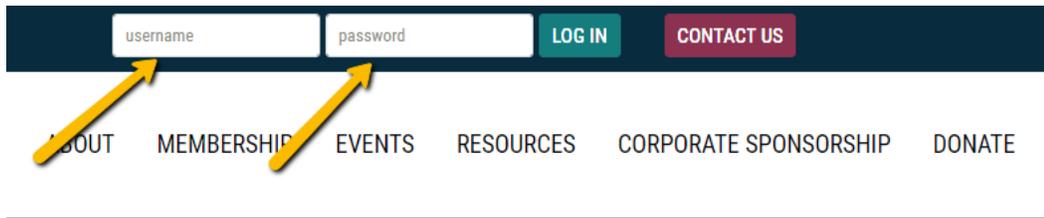
Select **RESET PASSWORD**

A screenshot of the login and password reset form. It contains two input fields: 'Username *' and 'Password *'. Below these fields are two buttons: a teal 'LOG IN' button and a red 'RESET PASSWORD' button. A yellow arrow points to the 'RESET PASSWORD' button.

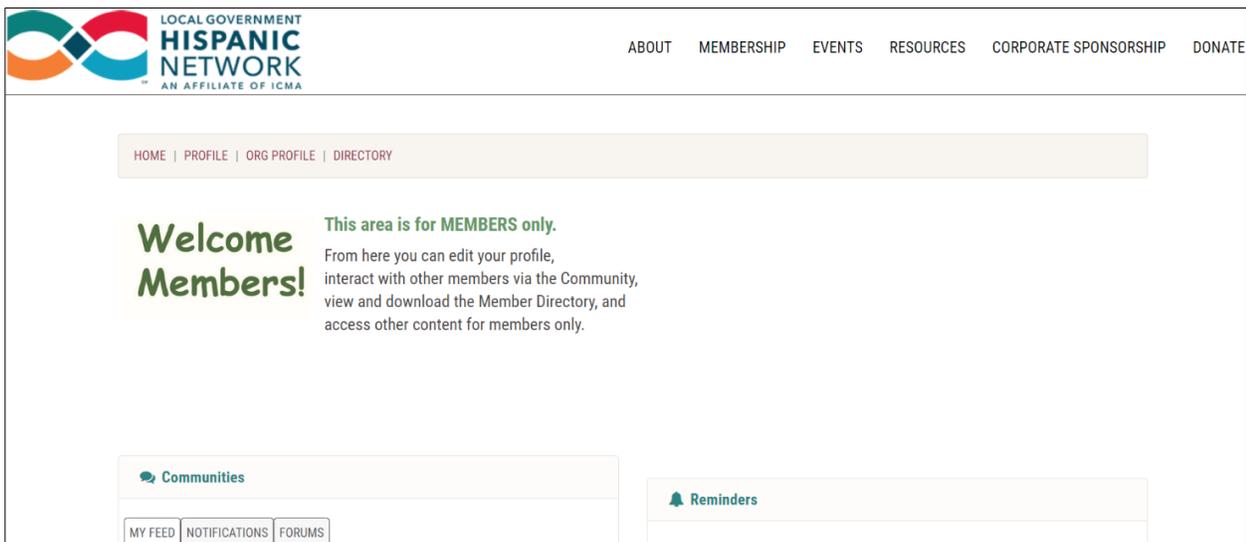
Enter your **email address**, select **SUBMIT**. **You will be sent an email to reset your password.**

A screenshot of the email reset form. It starts with the text 'Enter your email address or username and we'll send you a link to reset your password.' Below this is a label 'Email Address or Username' and an input field. At the bottom is a teal 'SUBMIT' button.

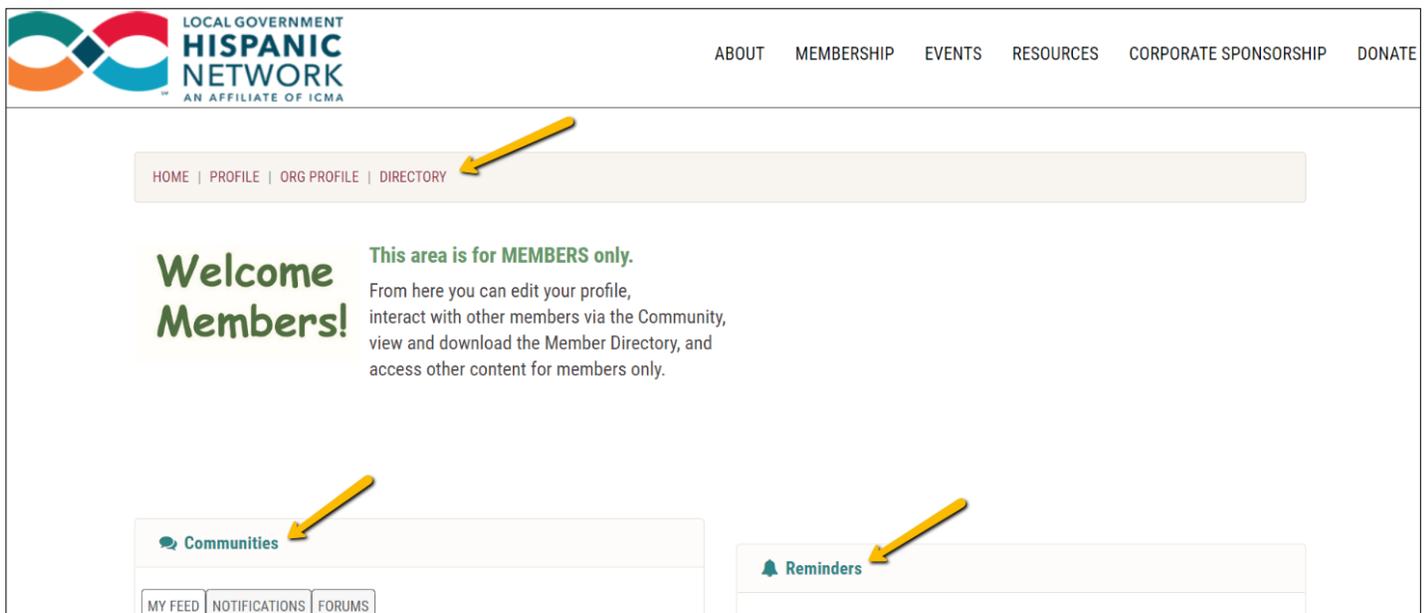
Log in with your username (email address) and the new password you created.

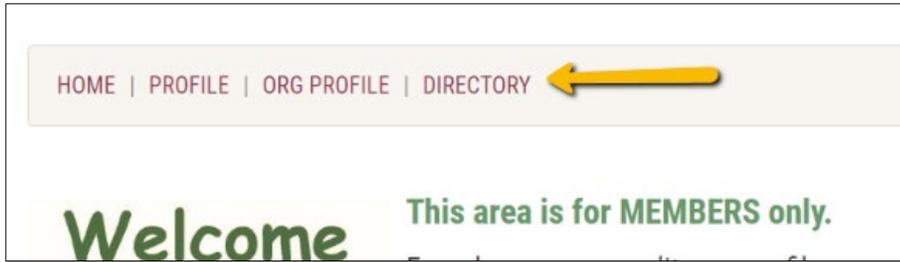


You will see the Welcome page for the *members only* area of the website.



You will see a **navigation bar** to other pages, **Communities** (join forums and connect with other members) and **Reminders** (see the status of your account).

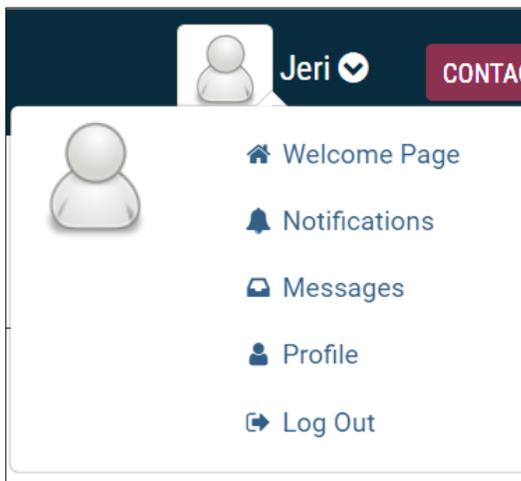




Navigation Bar Pages

- HOME – Welcome page
- PROFILE – Edit your profile
 - Edit your personal contact information
 - Upload your photo
 - Add the department in which you work at your organization
 - See the activities/transactions you’ve made
 - Change settings for login, email, and the directory
- ORG PROFILE – you will only see this if your jurisdiction has an organization membership AND you are the primary contact person. If not, then you won’t see this item on the menu.
- DIRECTORY – Search for members, view the directory or download the member directory to excel

Use the drop-down menu by your name (top of page) to get back to the member **Welcome page** or to **Log Out**.



Even while you are logged in, you will always see the website’s main navigation bar at the top. Select the LGHN logo to return to the site’s main home page.

