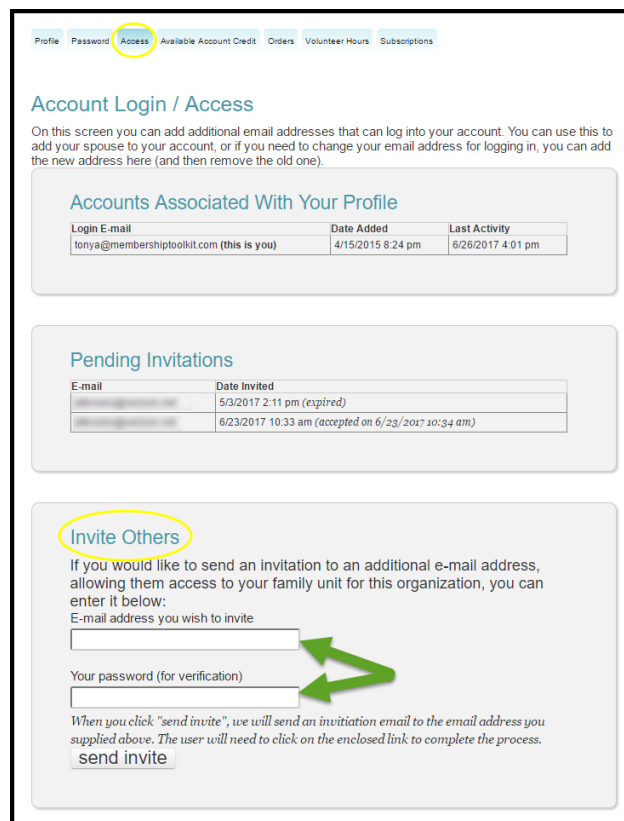


Steps to Change the Login Email Address on An Account:

1. Log in and go to your Account Profile by clicking on your name in the login box.



2. Select the Access tab and complete the information in the Invite Others section to invite another email address to access to your Account Profile. This is where you will put your new email address, but be sure to use your current password. Then, click "send invite."



3. You will receive an email for the new email address. Click on the link in the email to verify your new email address. The link is only good for 24 hours.

4. Once you confirm your email address you will be directed to select a new password for your new email address.

Account Login / Accept

To complete the process and transfer your login to the new profile, please enter your password:

Login email address
amy@membershiptoolkit.com

Enter your password

associate account cancel

Enter your New Password here.
You can always change it later.

5. You can go back and delete the original email address by logging in with your new email address, going to your Account Profile once again, and removing the old login email address from the record.

Account Login / Access

On this screen you can add other email addresses that can log into your account. You can use this to add your spouse to your account, or if you need to change your email address for logging in you can add the new address here.

The following login accounts are associated with your profile:

Login Email	Date Added	Last Activity
newell52@aol.com (remove)	10/24/2014 7:35 pm	3/09/2015 2:57 pm
amy@membershiptoolkit.com (this is you)	3/09/2015 2:29 pm	3/09/2015 2:58 pm

If you would like to invite an additional email to access your profile, enter it below:

Enter the email address that you wish to invite

Enter your password (for verification)

send invite

When you click "send invite", we will send an invitation email to the email address you supplied above. The user will need to click on the enclosed link to complete the process.

Note: If the new email address is already affiliated with an account associated with the same organization, when you invite it to share another Membership Toolkit account login, the old account will be made Inactive.