How to access Membersuite:
1. Select 'Profile' icon in the top right corner
2. Select 'Login'
3. Enter username and password (User name is your email address)

4. If you do not know the password, select 'Forgot your password?'
5. Enter email address to receive a code
6. Enter the code provided in the email to create a password
7. Log into the portal with username and new password
8. If password problems persist, please email GFWC@gfwc.org

How to create an account:
1. Click on the 'Profile' icon in the right corner and select 'JOIN'
2. Enter a username, email address, and password
3. Receive verification email and verify
4. Continue with registration process
5. Login using username and password
6. Complete account creation by entering:
    - First and last name
    - Phone number
    - Address
    - Any other demographics
7. Affiliate yourself to a club and select 'Role'
8. Set 'Communication Preferences'
9. Opt in/Opt from Communication Categories

How to update profile:
1. Select the 'Profile' icon in the top right corner
2. Select 'My Profile' from the drop down list
3. Select 'My Info'
    - Edit profile by clicking the pencil
    - Edit 'Communication Preferences' for email and newsletter preferences
4. Select 'Membership'
    - View membership details
5. Selects 'My Account' tab
    - View 'Account History' for purchases and registrations
    - View 'Saved Payment Options' to edit credit card info for future purchases

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How to update password:
1. Login using current password
2. Select the 'Profile' icon in the top right corner
3. Select 'Change my Password' from the drop down list
4. Follow prompts – new password must be at least 8 characters, have an upper and lower case letter, have a number, and have a symbol
5. Select 'Update'

How to access 'Resource Documents':
1. Select the 'Profile' icon at the top right corner
2. Select 'My Digital Library'
3. Select 'Resources' folder
4. To view all folders A-Z, on the lower right-hand corner select 'Items per page: 50'
5. Choose appropriate folder
6. When downloading a document, ensure your internet browser is allowing pop-up windows on Membersuite

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