

## Log on to the AAS Website Members Only Section Instructions.

If you are a new AAS member who joined online, you received an email with the password needed to access the "**Members Only**" section on the AAS website.

If you are a returning member who has previously created a password, use the email address that you included on your membership form when you joined the AAS and the password that you previously established.

- Enter the email address and password in the spaces provided in the upper right corner.
- Click **Log in**.

If this is the first time you have accessed the AAS website as a member or have forgotten your password:

- Click "**Forgot password**".
- The **Reset password** page will appear.
- Enter the **Email** address you provided on the membership form.
- Type the 6 characters you see in the picture in the **Code** area.
- Click **Submit**.

If you entered an email address that is in our database, you will be emailed **Password reset** instructions. If you do not receive our email within a few minutes, please check your junk/spam filters and double check the email address you entered.

The email will point you to the **Reset your password** screen.

- Enter a **New password** of your choosing.
- Re-enter the same password of your choosing in the **Confirm new password**.
- Click **Set new password**.

The **Reset your password** screen should change to the message:

***Password has been changed successfully. Now you can log in with your new password.***

At any time if you enter the wrong email or password you will receive the message:

***Sorry, login has failed. Please check your email and password and try again.***

To avoid having to enter your email and password every time you log in, check the ***Remember me*** option before clicking the ***Log in*** button. When you next restart your browser and access the Wild Apricot site, you will be automatically logged in. The system is case sensitive.

If you have changed your email address you must notify the State Membership Chair at [membership@azarchsoc.org](mailto:membership@azarchsoc.org) and your chapter's membership chair. Your email must be updated on our database before you will be able to log in.