



## How to log in to the Member System

To get the full benefit of your membership in NRCA we have anticipated that members need to be able to log in to the membership system. Why? --- Because it will answer many of the questions you might have much faster than trying to contact someone at NRCA. We are an all volunteer association, and as such we are not available much of the time -- if you work -- understand many of us do to. So you want to get a question answered it will take some time.

Access to the profile of information we have for you is the first thing. It is just the basic stuff such as your name, address, phone numbers, email address, spouse -- and you can choose to edit and correct any of that information. If you have a change in your email address for instance -- you will not be getting important information -- but if you log in, you can change that. If you have a change in spouse - the new one might appreciate it, if not get "ticked" if you don't change that. This works for phone numbers, address etc.--this will also tell you when your renewal date is -- this is a very popular question

Next if you log in and you have an open invoice for dues, an event such as Tour Nebraska that is not paid, it will show that. It will give you all the information you need to mail in a payment -- but also will give you the convenience to pay with a credit card.

Next, by logging in you will have access to the **"just for Members" section**. This is the area of the website we put information that we only release to members. This can be very handy during Tour Nebraska as information is constantly being developed and updated to this section of Just for Members. This is where our routes will first be published for instance. But, there is much more. You have access to a member directory -- in case you want to contact another member and do not have their email address or phone number. We have a library of all past newsletters which could come in handy if you lost one or remembered something you wanted to read again. We will publish our legislative watch list of bills in the Nebraska Unicameral here as well -- Just some examples of what you will find by logging in and clicking on **Just for Members ---but not in the "public side" of the website**.

## Sounds Great? How do I do that?

First of all --you do not need to be very computer adept to log in. If you can open your email and read it, you can do this. What is required is that you input your email address -- If you have multiple address it must be the one supplied to us for your membership. Following that you need to input your password. If you are like this writer, often you do not know it. So, to start look at the bottom left of the screen and you will see a blue box where you can input your email address. Then a spot to input the password. If you do not know the password you can click on "change password" and change it to something you can remember the next time. There are no rules to the password -- such as it must contain so many alpha or numerical characters. Also everything on this system works in either upper or lower case. Make it real easy. And, after you have logged in several times the system will remember you and fill in your email and password.

Ok - lets assume you got logged in. First click on **"View Profile"** in the lower left. This is where you correct your personal information. Only restriction is that your email address must be unique - so you and your spouse cannot use the same one. If you find something that needs to be corrected - click on edit -- fix it and then save it.

Now -- under the list of pages on the main website at the bottom you will find the Just for Members tab. Clicking on that will bring up another section of tabs for you to explore.

