

CHEVY CHASE AT HOME

We Are Neighbors Helping Neighbors Live at Home

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Chevy Chase MD 20825

Telephone (301) 657-3115

How to Log In as a Member

Go to the Chevy Chase At Home website: <u>http://chevychaseathome.org</u>

At the top of the navigation column on the left side of the website, there is box that includes the link to <u>Member Login</u>.



As a Member or Friend, you already have a member ID (User Name) that we can provide to you or you can use your e-mail address to request your User Name and a temporary password. If two of you use the same e-mail address, please contact us for your member ID before your first log in.

If you have your User Name:

1. Enter your User Name in the box, then click on "Forgot My Username/Password" and the system will send a temporary password to your e-mail address (because we don't know your password). Proceed to Step 2

How to Log In

If you do not have your User Name:

- 1. Click on "Forgot My Username/Password" and the system will send your User Name and temporary password to your e-mail address. Proceed to Step 2
- 2. Before you open your e-mail, figure out what you want to use as a permanent password that you can easily remember.
- 3. Go to your e-mail program and, if possible, leave the e-mail open in a separate window. Otherwise, write down the temporary password that is in the e-mail message you have just received (upper and lower case letters are important to notice).
- 4. With the website login box open, copy the password from your e-mail or type it into the password box (and your User Name in the top box).
- 5. You will be asked to provide a new password here's where you will enter your permanent password (from Step #2), probably twice.
- 6. Once you have logged in, the Home Page will pop up and the left hand Navigation Column will have changed as follows a. Your Name will be at the top. b. The downward arrow in the white circle opens a white box with a link to **Logout** and a link to your **Profile**. This is where you can change or add contact information. c. If it is time to renew your dues, there also will be a red circle Frances A Pitlick with a **\$** symbol near your name at the top of the navigation column. Home d. Towards the bottom of the Navigation column will be new links About Chevy Chase to the Neighbor-Recommended List and the Member At Home Forum. Our Supporters Event Calendar Membership Having trouble? Please send an e-mail or call the office Volun (301-657-3115) if you want one of us to come and work with you at your computer. Fran Pitlick postmaster@chevychaseathome.org ighbor-July 19, 2016 nmended 0 Member Forum Questions ? Contact Us