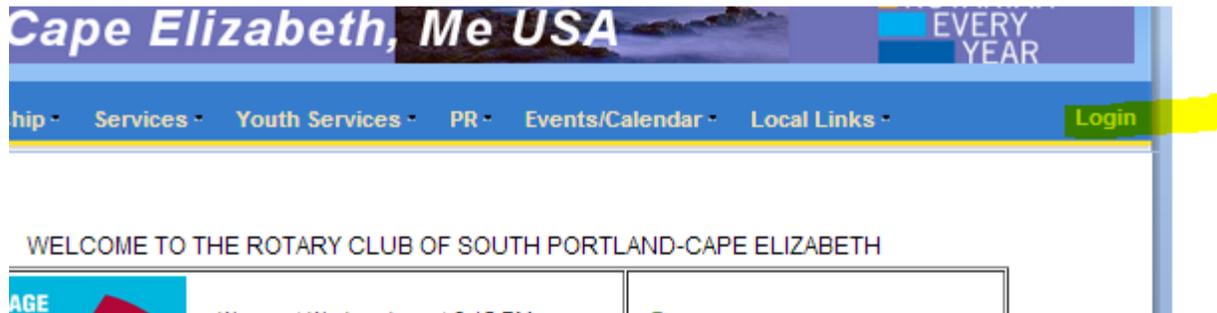


# Getting your login information

1. Click on Login



2. If you don't know your user name or password click on the link

A screenshot of the login form. The form is titled "Enter your login information below:" and contains two input fields: "Login Name" and "Password", both marked with an asterisk to indicate they are required. Below the password field, a link is circled in red: "New and existing users: retrieve login and/or reset password". There is also a "Remember me" checkbox and a "Login" button.

3. Fill in the requested information and click submit

A screenshot of the "Retrieve Login Information" form. The form is titled "Retrieve Login Information" and contains the instruction: "Please enter your last name and email address to retrieve your login name and/or reset your password." Below the instruction, there is a legend: "\* Denotes a required field." The form has two input fields: "Last Name:" and "Email Address:". The "Email Address:" field is circled in red and has an asterisk next to it. There are "Submit" and "Cancel" buttons at the bottom of the form.

4. If the system finds you, you'll get the message below. If it doesn't, check the email address, use the same address that you get the newsletter at.

### Retrieve Login Information

Please enter your last name and email address to retrieve your login name and/or reset your password.

\* Denotes a required field.

Last Name:

Email Address:  \*

Your member profile was successfully located. An email has been sent to your address above with instructions on retrieving your login name and resetting your password.

5. You'll get an email, click on reset

Hello Scott Irving,

You have requested to retrieve your Login Name and/or reset your password for the Rotary Club of South Portland-Cape Elizabeth website. Please click on the link below to continue:

[Reset Password Link](#)

If the link above does not work, copy and paste it into the address bar of your browser. Please note that this link is only valid for **eight hours**, after which you will need to retrieve your login information again.

6. You'll see your username, which may or may not be your email address. Enter in the password you wish to use and press submit.

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### Reset Password for Scott Irving

Login Name: scott@irvings.name

**Enter New Password:**   **Begin Typing**

**Confirm New Password:**  

7. That's it, you should now know your login information.