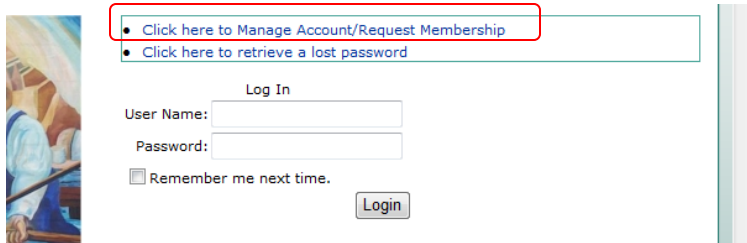


# How To Request Membership

By Bryan Bernicky

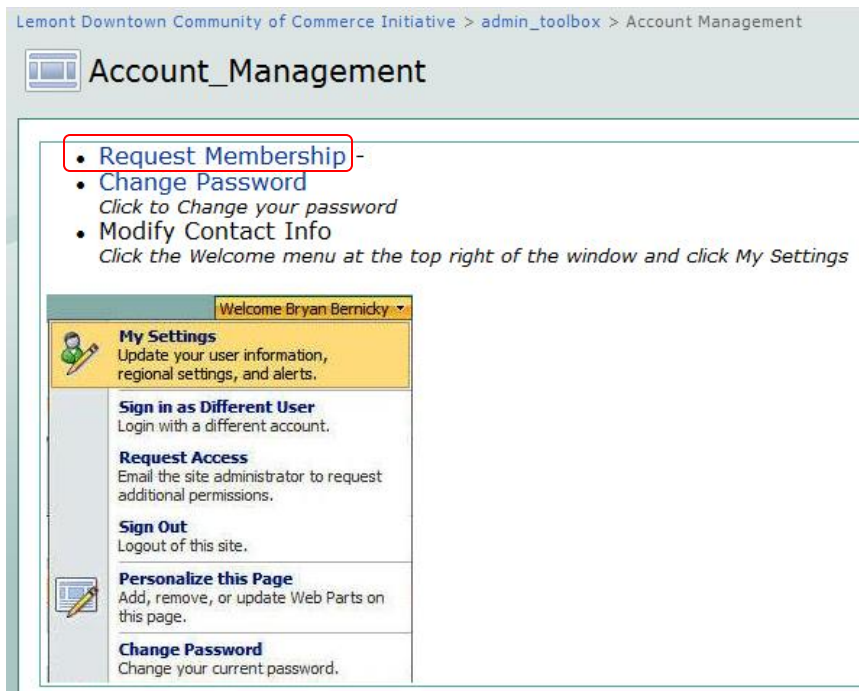
1. Click the link to Manage Account/Request Membership



The screenshot shows a login form with the following elements:

- A red box highlights a menu with two items:
  - Click here to Manage Account/Request Membership
  - Click here to retrieve a lost password
- A "Log In" heading above two input fields: "User Name:" and "Password:".
- A checkbox labeled "Remember me next time."
- A "Login" button.

2. Click Request Membership



The screenshot shows the "Account\_Management" page with the following elements:

- Breadcrumbs: Lemont Downtown Community of Commerce Initiative > admin\_toolbox > Account Management
- Page Title: Account\_Management
- A red box highlights a menu with three items:
  - Request Membership
  - Change Password  
*Click to Change your password*
  - Modify Contact Info  
*Click the Welcome menu at the top right of the window and click My Settings*
- A "Welcome Bryan Bernicky" dropdown menu with the following options:
  - My Settings**  
Update your user information, regional settings, and alerts.
  - Sign in as Different User**  
Login with a different account.
  - Request Access**  
Email the site administrator to request additional permissions.
  - Sign Out**  
Logout of this site.
  - Personalize this Page**  
Add, remove, or update Web Parts on this page.
  - Change Password**  
Change your current password.

3. Fill out the Membership Request
  - a. User Name: The username is your choice. Pick whatever you like.
  - b. First Name/Last Name/Email: Please enter yours.
  - c. Security Question/Answer: Type any question and then the answer to it.

- d. Characters: enter in the security picture characters – capitals count! This is case sensitive. If you can't see the word keep clicking on the link below characters until you can read it.

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## Membership Request

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Sign Up for Your New Account

User Name:

First Name:

Last Name:

Email:

Security Question:

Security Answer:

Type the characters in the picture below.

Picture:



The picture contains 6 characters.

Characters:

[Can't see the word? Keep clicking until you see one that you can read.](#)

4. Before you click create user note that the email with your password which will be sent upon your account approval by our admins might wind up in your junk email.
5. Click Create User
6. An email will be sent to the email address you provided with your account status.
7. When our staff approves your account, you will receive a follow-up email with your password and instructions on first login which will include changing your password.