



NHAPL MEMBER LOGIN PROCEDURE

Instructions for Login:

1. Go to www.nhapl.org (notice our new website address is '.org' rather than '.com')
2. Click Members Area found in the navigation menu, the graphical menu on the right, or from the link in the footer of the home page.
3. Select the secured content page you would like to call up (i.e. Member Profile).
4. To initialize the system the first time, click on the 'forgot password' link found to the right of the 'Login' button.
5. Enter your email address (the one that received this email) to have the system email you a link to set up your password.
6. You will receive an email with a link to follow in order to change your password. You will be taken inside the software we utilize to manage the membership content. Change your password and log off.
7. Return to www.nhapl.org and use your credentials to login.
8. On the first login to the member management software – you will be required to agree to the Wild Apricot Software terms and conditions.

To change your profile:

**If this is your first time to login, make sure to check your profile for accuracy!
We have added several fields to the database!**

1. On the www.nhapl.org web site – navigate to the Members Area
2. Click on Member Profile
3. Click edit profile

Note: Home information is restricted access to only the respective member and the site administrators.

If you are having difficulty logging into the system, use the form on the 'Contact Us' page. The link is found in the footer on every page of the site. We will administrate your issue as soon as possible.