

## HOW TO SIGN IN TO THE **MEMBERS ONLY** PORTION OF THE WEBSITE

rwspea.org

On November 1, 2016 we switched our website to a different host and at that time all the old user names and passwords were no longer useable. If you have not successfully signed into the new website since November 1, 2016 you will have to follow these instructions to access it.

First time user:

Our website is rwspea.org

Go to that site and click on the “Members Only” button in the lower left-hand corner. Then click on the “Register” button. This will take you to a form to complete - “Create new account”. Fill out this form completely including the CAPTCHA code (NOTE: It is not case sensitive.) and click the “Create new account” button at the bottom.

When you click that button it will pop up on your screen, Access denied but look up at the very top of the page and you will see a positive message.

At that time you will be sent an automated message telling you your account is being reviewed. I will also be notified of your registration. After I approve you, if you are a member in good standing, you will get another automated message with a link to click on. (If you don't get this message with 48 hours, email me at rwspptaylor@gmail.com.)

Click on the link in your email and you may then enter your original user name and create a password. Write down your user name and password somewhere for easy access.

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