GENERAL FEDERATION
of **WOMEN'S CLUBS**

How to access the Member Portal:

1. Select 'Profile' icon in the top right corner
2. Select 'Login'
3. Enter email address and password
4. If you do not know the password, select 'Forgot your password?'
5. Enter your email address to receive a code
6. Enter the code provided in the email to create a new password
7. Log into the portal with email address and new password
8. If password problems persist, please email GFWC@gfwc.org

How to create an account:

1. Click on the 'Profile' icon in the right corner and select 'Join'
2. Enter email address twice and password
3. You should receive a verification code to your email address. Please note that the verification code may go in to a Spam or Junk mail folder.
4. Complete account creation by entering:
   - First and last name
   - Phone number
   - Address
   - Any other demographics
5. Affiliate yourself to a club and select 'Role' as a club member or club president
6. Set 'Communication Preferences'
7. "Opt in"/"Opt out" from Communication Categories

How to update profile:

1. Select the 'Profile' icon in the top right corner
2. Select 'My Profile' from the drop down list
3. Select 'My Info'
   - Edit profile by clicking the pencil
   - Edit 'Communication Preferences' for email and newsletter preferences
4. Select 'My Account' tab
   - View 'Account History' for purchases and registrations
   - View 'Saved Payment Options' to edit credit card info for future purchases

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How to update password:

1. Login using current password
2. Select the 'Profile' icon in the top right corner
3. Select 'Change My Password' from the drop down list
4. Follow prompts – new password must be at least 8 characters, have an upper and lower case letter, have a number, and have a symbol
5. Select 'Update'

How to access 'Resource Documents':
1. Select the 'Profile' icon at the top right corner
2. Select 'My Digital Library'
3. Select 'Resources' folder
4. To view all folders A-Z, on the lower right-hand corner select 'Items per page: 50'
5. Choose appropriate folder
6. When downloading a document, ensure your internet browser is set to allow pop-up windows in Member Portal

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