

## CFRW Per Capita Committee

### Website Login Instructions

If you have already set up an account on the new CFRW website, login with your username/email and password. If you are unsuccessful follow the instructions below.

If you have never set up an account on the CFRW website, please follow these instructions.

#### LOGIN AND PASSWORD INSTRUCTIONS

1. Be sure you use the same email you registered with at CFRW.
2. Click on "Login" at the top right corner of any page of the cfrw.org website.
3. A pop-up box will appear.
4. Click "Forgot My Password" in the lower part of the pop-up box.
5. This will take you to another pop-up that will ask you for your email.
6. Fill in your email and click to send.
7. Go to your email. You should receive a first email with a message that says, "To reset your password, visit the following address:" Click on the blue link that follows. *Note: If you do not receive the email, check your SPAM folder for an email from WordPress with the subject "Password reset request." It may be necessary to clear your cache in your internet browser program before requesting a new password.*
8. This will return you to the website where you will see a message about another email.
9. Check your email again. It may take a few moments to receive a second email from WordPress with the subject line **Your New Password**.
10. Copy the password into your desktop by right clicking your cursor to the left of the password, then dragging your mouse to the right, highlighting the password. When the password is highlighted, press the Control key (CTRL) in the lower left on your keyboard and at the same time press "C." This will copy your password into your desktop.
11. Go back to CFRW.org and find the login link again in the upper right corner and click to open the login box.
12. Type your email address on the top line. Click to put your cursor on the password line. Press Control (Ctrl) button on the lower left of your keyboard and at the same time press "V." This will paste your password onto the line.
13. Click to enter your login and this will get you logged in to the website.

#### CHANGING YOUR PASSWORD

14. Once you are logged in, you can go to My Account and at the bottom on the left you can click Change Password. Follow the steps to enter a new password and submit. It is a good idea to create a password you do not use elsewhere. Security is important.
15. Record your password for future reference.

#### LOST/FORGOTTEN PASSWORD

16. If you ever lose or forget your password, clear your internet browser cache.
17. Go back to the Login, click Forgot My Password, and repeat the above instructions to get a new password.