

## The new IFRM Website Members-Only Portal Access

You can now “Log In” to the Member’s Area as you did in the old website. New functions are being added over time.

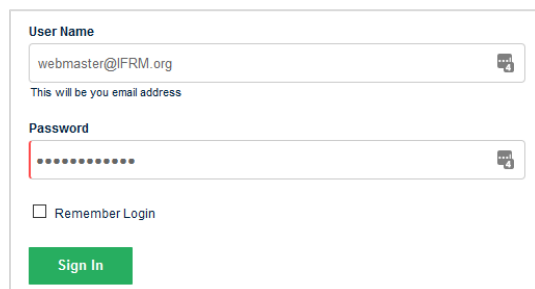
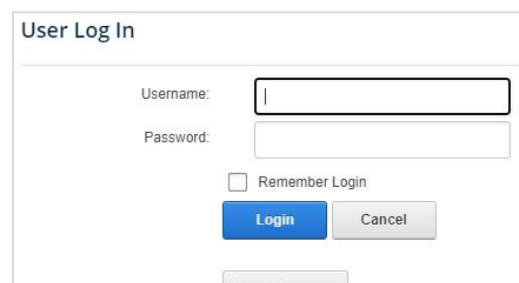
In the switch-over, it was not possible to bring forward your former PASSWORD. Therefore, the very first task you will find -- when you login for the first time -- is you must change your password! We encourage you to take care of this as soon as possible.

Here is how to login and change your password:

1. Find the website at our same address: [www.IFRM.org](http://www.IFRM.org)
2. To LOGIN -- Click the “Login” link in the upper left corner of any page:



3. Typically, you will be directed to the Sign In page, but under certain circumstances a “User Log In” popup panel will display. They work the same.

A screenshot of the "Sign In" form. It has two input fields: "User Name" with the text "webmaster@IFRM.org" and a note "This will be your email address", and "Password" with a masked password "\*\*\*\*\*". There is a "Remember Login" checkbox which is unchecked. At the bottom is a green "Sign In" button.A screenshot of the "User Log In" form. It has two input fields: "Username:" and "Password:". Below the password field is a "Remember Login" checkbox which is unchecked. At the bottom are "Login" and "Cancel" buttons. A "Forgot Password" link is partially visible at the bottom.

4. IN THE USER NAME field - enter your EMAIL ADDRESS
  - a. Use the SAME Username/Email you have always used.
  - b. Remember that you may have changed your email over time, and if you haven’t updated it with IFRM, you may have to use an older email address.
5. IN THE PASSWORD FIELD - type the exact text below:

**isitthetruth**

- a. This temporary password is the same for everyone.

- b. If the login doesn't work, try a different Email address as the Username.
  - c. If you can't get in, contact one of these folks for help:
    - David - [Webmaster@IFRM.org](mailto:Webmaster@IFRM.org)
    - Rod - [GlobalChair@IFRM.org](mailto:GlobalChair@IFRM.org)
6. Once you gain access, the password change form will automatically display:

The screenshot shows a password change form. At the top is a text input field containing the email address "test15@GoVivo.pro". Below it is a password input field with a green checkmark icon on the right. A yellow progress bar is visible below the first password field, and the word "Fair" is displayed to its right. Below that is a second password input field, also with a green checkmark icon. At the bottom of the form are two buttons: a blue "Change Password" button and a grey "CANCEL" button.

7. Type in your NEW PASSWORD text - twice. Then click the "Change Password" button.
- a. The password rule is "You MUST have at 7 or more characters" (any combination of letters / numbers)
  - b. The form gives you feedback about your password selection.
  - c. Be sure to make a note of your password - we cannot see or fetch your passwords.
8. Once complete, you will be redirected to the Members Only page.
- a. Check back and login from time to time to see what is new!