

# American Camellia Society

## Member Access Account Creation Guide

To create your account for online membership benefits, follow the instructions in your membership confirmation letter. An illustrated version follows.

### You will need the following pieces of information:

ACS Member Number

Zip Code (must match the zip code provided to ACS on your membership application)

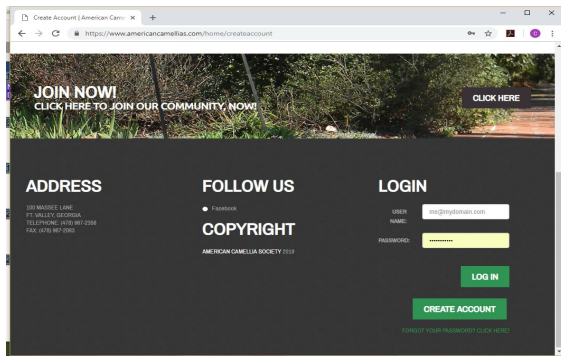
Email Address (must match the zip code provided to ACS on your membership application)

To verify, change or correct your information, please contact Lorie Huff, Membership Coordinator at

[Lhuff@americancamellias.org](mailto:Lhuff@americancamellias.org).

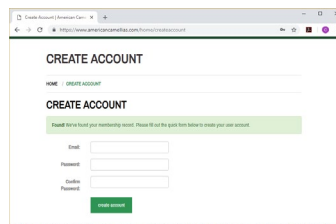
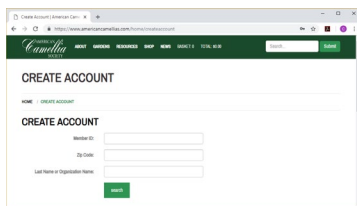
### Account Creation Instructions

1. Open ACS website in browser of choice and scroll to the bottom of the page. Click the button labeled "Create Account".



2. The create account dialog box will be displayed. Enter your membership record information (all fields must match information from your membership application exactly). Not sure what is on your application? No problem! Contact [Lhuff@americancamellias.org](mailto:Lhuff@americancamellias.org).

3. The membership account record location confirmation dialog box will be displayed. Enter the exact email address provided in your membership record information (all fields must



match information from your membership application exactly). This information *will be required each time you log on to the ACS site*, so make a note of the email/password combination used.

**Choose and type your preferred password in the password and confirm password fields. EXACT MATCH required. ACS will not have access to your password.**

4. If at some point you forget, or wish to update, the password it will be necessary to use the "Forgot your password" feature located immediately below the "Create Account" button and follow the instructions in the email message that will be sent to the email address in your membership record.

