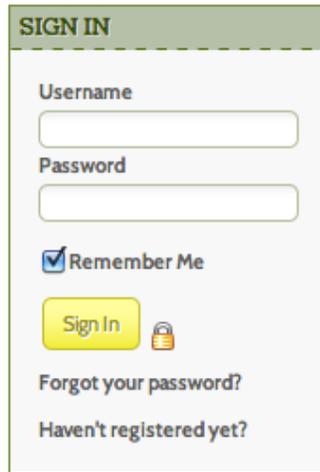


NFH USER GUIDE - Signing In

Signing In to the NFH website for the first time?



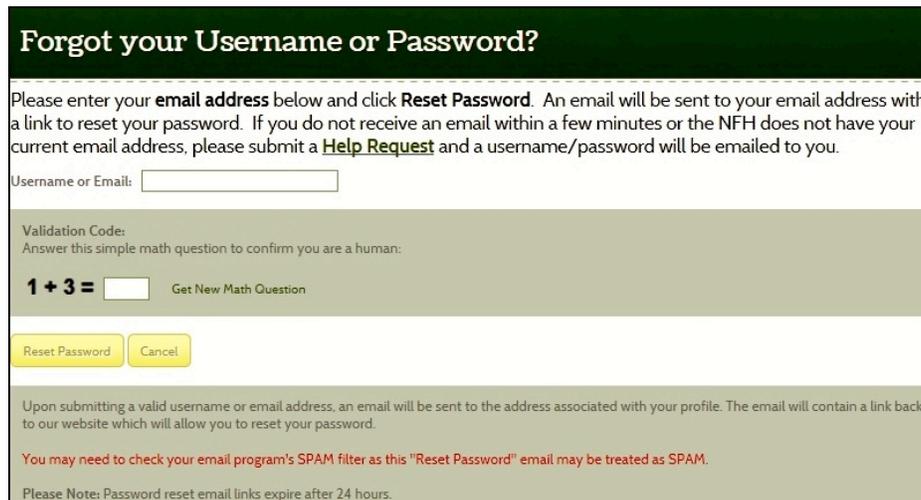
The screenshot shows a 'SIGN IN' box with the following elements: a 'Username' label above a text input field, a 'Password' label above another text input field, a checked 'Remember Me' checkbox, a yellow 'Sign In' button with a lock icon, and three links: 'Forgot your password?', 'Haven't registered yet?', and 'Sign In'.

1. Locate the “Sign In” box on the left side of the NFH homepage that contain fields to enter your **Username** and **Password**.

2. If you do not know your Username or Password, click on “**Forgot your password?**” in the sign-in box and follow the directions below.

3. If you were provided a temporary password by NFH staff using the **Help** function, we recommend you change your Password to maintain personal security (skip to “How to change your Username or Password” on the next page).

4. After you click on **Forgot your password**, you will see the screen below. Enter your **email address** and a **validation code** (enter the sum of the numbers), then click on the yellow **Reset Password** button.



The screenshot shows a form titled 'Forgot your Username or Password?'. It contains the following text: 'Please enter your **email address** below and click **Reset Password**. An email will be sent to your email address with a link to reset your password. If you do not receive an email within a few minutes or the NFH does not have your current email address, please submit a **Help Request** and a username/password will be emailed to you.' Below this is a text input field for 'Username or Email:'. A 'Validation Code:' section asks to 'Answer this simple math question to confirm you are a human:' with the equation '1 + 3 =' and a text input field. A 'Get New Math Question' link is next to it. At the bottom are 'Reset Password' and 'Cancel' buttons. A footer note states: 'Upon submitting a valid username or email address, an email will be sent to the address associated with your profile. The email will contain a link back to our website which will allow you to reset your password.' A red warning says: 'You may need to check your email program's SPAM filter as this "Reset Password" email may be treated as SPAM.' A final note says: 'Please Note: Password reset email links expire after 24 hours.'

5. An email will be sent to you (similar to below) with a link to reset your password within a few minutes. From this email, click on the **Reset My Password Now!** link and follow the directions to reset your password and sign-in to the NFH website. Please make note of your assigned **Username**.

A request to **reset the password for (your name)** has been submitted from:

National Forest Homeowners
<https://nationalforesthowners.site-ym.com>

Please click on the link below to be taken back to the site to reset your password:

[Reset My Password Now!](#)

Please Note: For security purposes, this link expires in 24 hours.

NOTE: If you do not receive the email from the NFH system within a few minutes, please check your email spam folder for the email sent from skarr@nationalforesthomeowners.org.

If the email is not found in your inbox or spam folder, it is possible NFH does not have your current email address for your membership account. In that case, please use the **Need Help?** Click the gremlin located on the lower left of the NFH homepage to submit a Help Request. A Username and Temporary Password will be manually set and emailed to you, generally within 24 hours.

Congratulations, you are now “connected” to the member’s NFH website. Feel free to navigate and explore all of the member features using the horizontal menu bar near the top of the page for navigation. When it comes time to renew your NFH membership, all Regular & Associate Members (**not Member Tract members**) have the option to renew on-line using a credit card for payment. Please see the **Renew your Membership Guide**, also located on the homepage left-rail for further directions.

How to Change Your Username or Password?

Once you Sign-In, you should see your member **Profile Home** page. If not, click on the **Profile Home** link in the **MY PROFILE** box on the left side. Note that your name appears in the green content section heading.

1. The content area contains your **Member Profile** information.
2. To change your username and/or password, click on **[EDIT]** located on the right side of the horizontal green **PERSONAL INFORMATION** bar, to open your **Edit My Member Profile** page.
3. Under **ACCOUNT INFORMATION** locate your **Username** and **Password**. You may change these items by clicking on **(change)** field to update. If you just completed resetting your password via the “Forgot your password?” function, there is no need to reset again, but you may wish to change your **Username**.

While you are in **EDIT** mode, please review other personal contact or cabin information and update as needed.

4. Once you’ve completed making changes to your username and/or password be sure to click on **“Save Changes”** located at the bottom of the page.
5. Once you have established and saved your Username and new Password, Sign-off, and again Sign-In to confirm you have a functional Username and Password established.