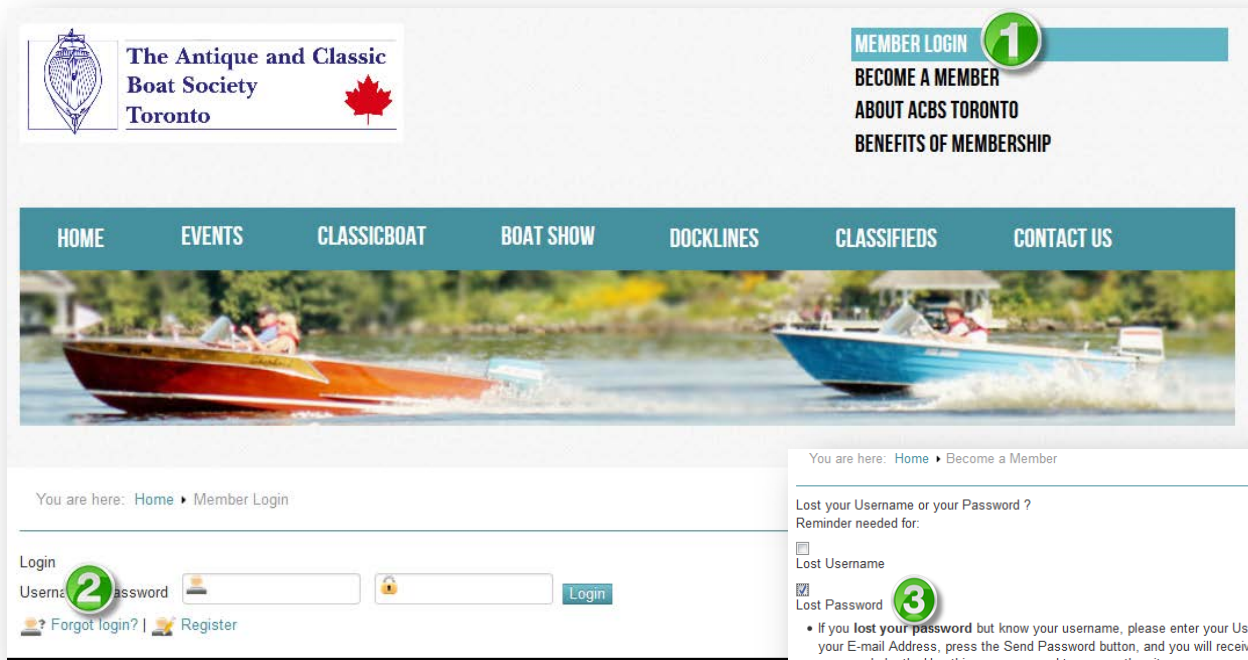


PRIMER: LOGGING IN TO THE ACBS-TORONTO WEBSITE FOR THE FIRST TIME

Step 1: go to www.ACBS.ca then click on

MEMBER LOGIN



Step 2: click on [Forgot login?](#) to have the Lost your Username or your Password page open

Step 3: Check the Lost Password checkbox.

Step 4: Enter your assigned Username .

Step 5: Enter the E-mail address associated with your Username

Step 6: Enter the Security Code displayed.

Step 7: Click once on **Send Password**

Step 8: Login to your E-mail and open the e-mail from **ACBS Membership Secretary <membership@acbs.ca>** Copy or write down the new password provided.

Step 9: Enter your Username and the new temporary password and click on **Login**

Step 10: In the MEMBER MENU on the left click on **EDIT MY PROFILE** to change your Password and Username if you wish to.

Step 11: Enter your desired new Password twice

Step 12: Change your Username, if you wish to, but be sure to note it somewhere.

Step 13: Make any other profile changes and save them by scrolling down and clicking on the **Update** button.

Step 14: Explore!!

