

New Web Portal

First Time Login Instructions

1. **Ctrl+Click** on the link below, or type it into your browser:

<http://www.explorethevillage.com/members>

2. Click the word **Login** at the top of the screen:

Login

3. Enter your member number as the **Username** and use 12345678 for the **Password**:

ATTENTION: First Time Logins
Please login with your member number and provided default password.
You will be instructed to update your email address and change your password.

Please login with your member number and password

Username:

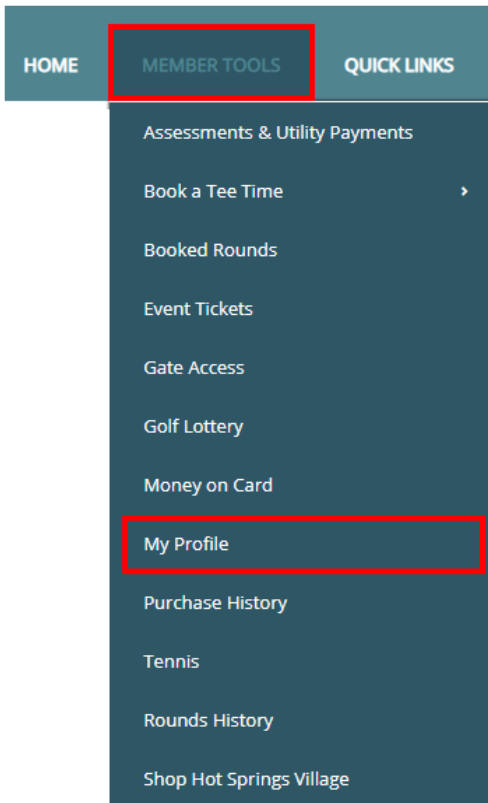
Password:

4. Now **set up your web account** and **set up a new secure password**:

A) **Click on your name** at the top of the page:



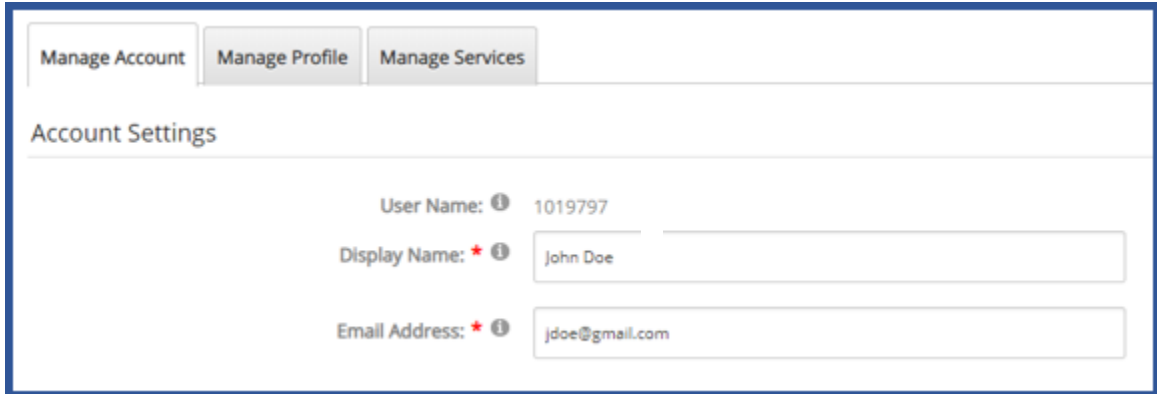
B) Or, click on **Member Tools**, then click on **My Profile**:



5. Click on the **Edit Profile** button:



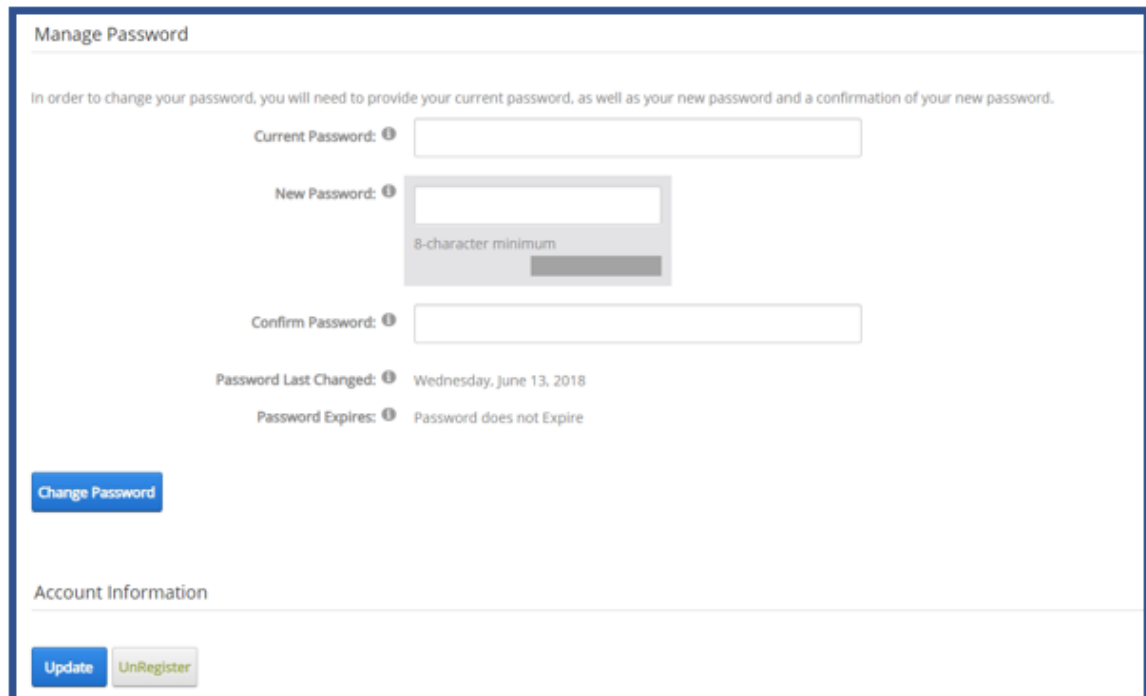
6. The first thing you must do is enter your **name and email address**, then click the **Update** button under Account Information. **TIP:** The email address you enter here is the one that will be used to send you a reset link if you forget your password.



The screenshot shows a user interface with three tabs: "Manage Account", "Manage Profile", and "Manage Services". The "Manage Account" tab is selected. Below the tabs is the "Account Settings" section. It contains three rows of information:

- User Name:** 1019797
- Display Name:** John Doe
- Email Address:** jdoe@gmail.com

7. To change your password, type in the current password (12345678), then enter a new password and retype the new password to confirm it, then click 'Change Password' button:



The screenshot shows the "Manage Password" page. It includes a heading "Manage Password" and a sub-heading "Account Information". Below the heading is a message: "In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password." There are three input fields: "Current Password:", "New Password:", and "Confirm Password:". The "New Password:" field has a tooltip that says "8-character minimum". Below the input fields are two lines of information: "Password Last Changed: Wednesday, June 13, 2018" and "Password Expires: Password does not Expire". At the bottom of the page, there are two buttons: "Change Password" and "UnRegister".