

How To Log Into the Members' Password-Protected Section of the Website

Why bother Logging In at Etz Chayim's website?
Please see <http://EtzChayim.org/WhyLogin>



To Log In:

1. Go to the Home Page: <http://etzchayim.org>
2. Under the "Congregation Etz Chayim" name at the top, you'll see a brown "navigation bar" with headings. Click on "Membership."
3. Click on "Current Members"
4. Use the green "tabbed folder" on the right to obtain your password. (It's called "Recover" because you'll use this same tool to obtain a new password if you forget yours. Right now, you're using this tool in order to obtain a temporary password, which you'll be asked to change when you first Log-In.)
5. After you type in your email address, a grey box will appear above the two green tabbed folders, telling you either that an email has been sent to your address OR telling you that we don't have that email address on record. Success?
 - YES: Go to your email inbox and retrieve the Log-In name and Password that has just been emailed to you.
 - NO: Perhaps Etz Chayim has a different email address for you? Try that... OR email AddressFix@EtzChayim.org and tell us your full name AND your preferred Email Address for Log-in and for receiving Etz Chayim emails.

Are you sharing an email address with your spouse/partner?

If you share an email, each of you must still use a *unique* Log-In Name and Password. This enables you *individually* to sign up for certain activities, as well as to participate in online features we'll be adding in the future.

Two emails will be sent to that email address *if we already have both of you registered at that address*. You'll each receive a Log-In and Password.

One email will be sent to that address *if we only have one of you registered for that email address*. The other spouse/partner should email us at AddressFix@EtzChayim.org and tell us "We share this email address, but I am (name)." We'll then get in touch with you by email re next steps.

Questions? Tell us at Webmaster@EtzChayim.org