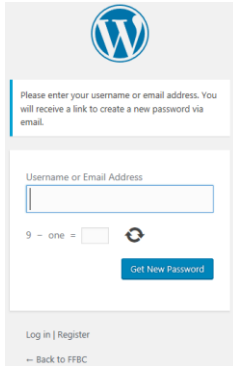


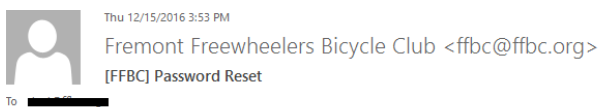
FFBC - Recovering your login information or password

If you have lost your password or can't remember your login take the following steps:

- 1) Go to the FFBC website location for creating a new password. Click on this link:
<http://ffbc.org/wp-login.php?action=lostpassword>
- 2) There you will see:

A screenshot of a WordPress password reset form. At the top is the WordPress logo. Below it is a text box with the instruction: "Please enter your username or email address. You will receive a link to create a new password via email." Underneath is a text input field labeled "Username or Email Address". Below the input field is a CAPTCHA question: "9 - one = [input] [refresh icon]". A blue button labeled "Get New Password" is positioned below the CAPTCHA. At the bottom left, there are links for "Log in | Register" and "Back to FFBC".

- 3) You can enter either your username or email address
 - a. For our members that had their user name and password sent to them when the new website was setup, your user name is normally the merging of your first and last name, with capital letters used for the first character of your first and last name. For example: The user name for John Doe would be: JohnDoe
 - b. Otherwise enter your email address that was used on the old website or for the FFBC_List. If you are here because Registration said your email address was already used, then use that email address, since you are trying to recover that old registration.
- 4) Answer the math question and click "Get New Password." It will update with the message "Check your email for the confirmation link."
- 5) The email will go to whatever email address is associated with your account – typically the same address you get your FFBC_List messages at. The email should look like this:



Someone has requested a password reset for the following account: www.ffbc.org

Username: [redacted]

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

[http://ffbc.org/wp-login.php?action=rp&key=FaZ51T8rDtZbrs6NQY04&login=\[redacted\]](http://ffbc.org/wp-login.php?action=rp&key=FaZ51T8rDtZbrs6NQY04&login=[redacted])

- 6) This email will have your username (if you weren't sure). Click on the link and follow the instructions on updating your password.
- 7) In the future you can update your password (and other contact info) by visiting the Member Profile page at: <http://ffbc.org/membership-2/membership-profile/> . **Most importantly however, you can view your membership status there.**