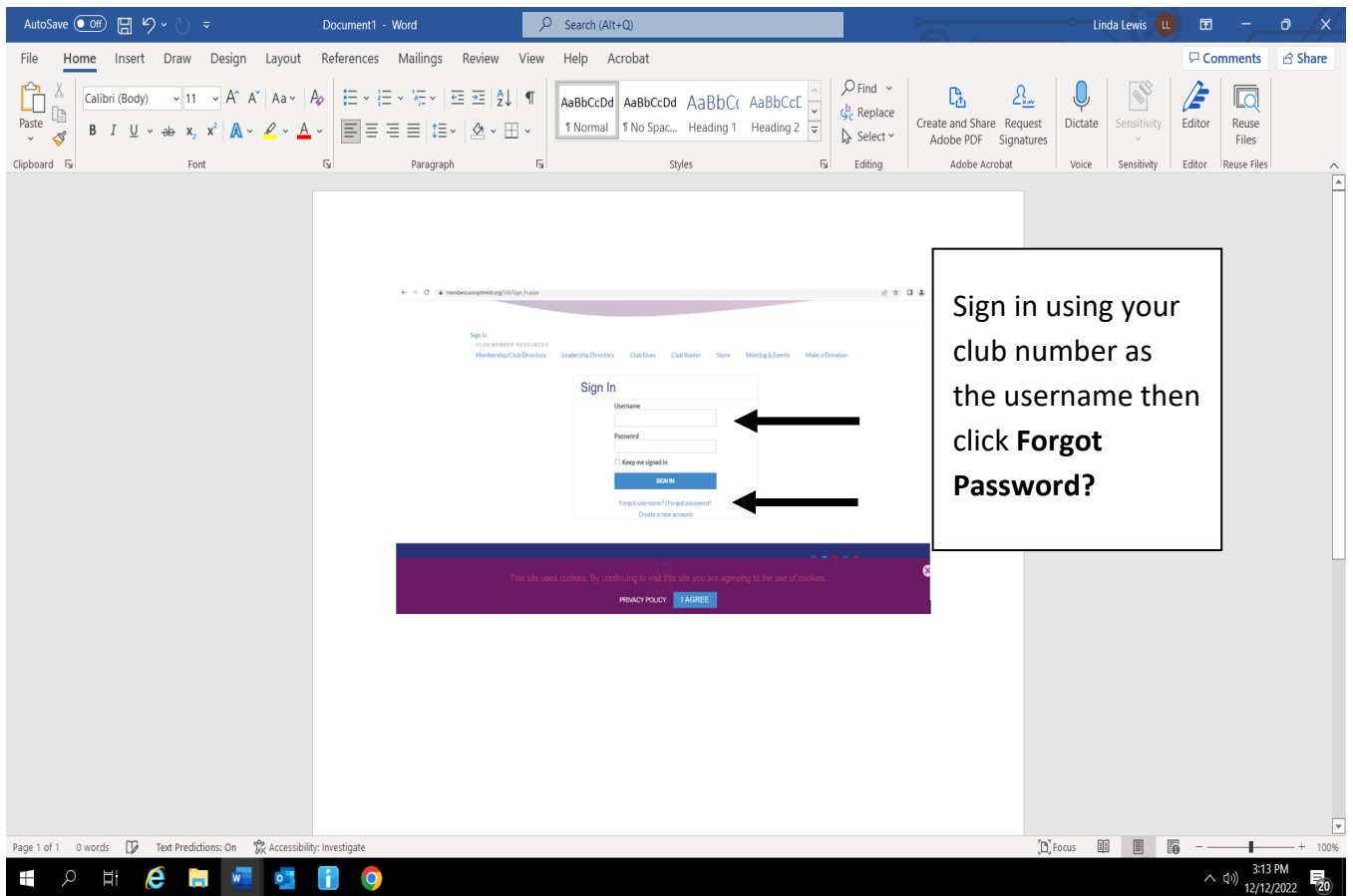
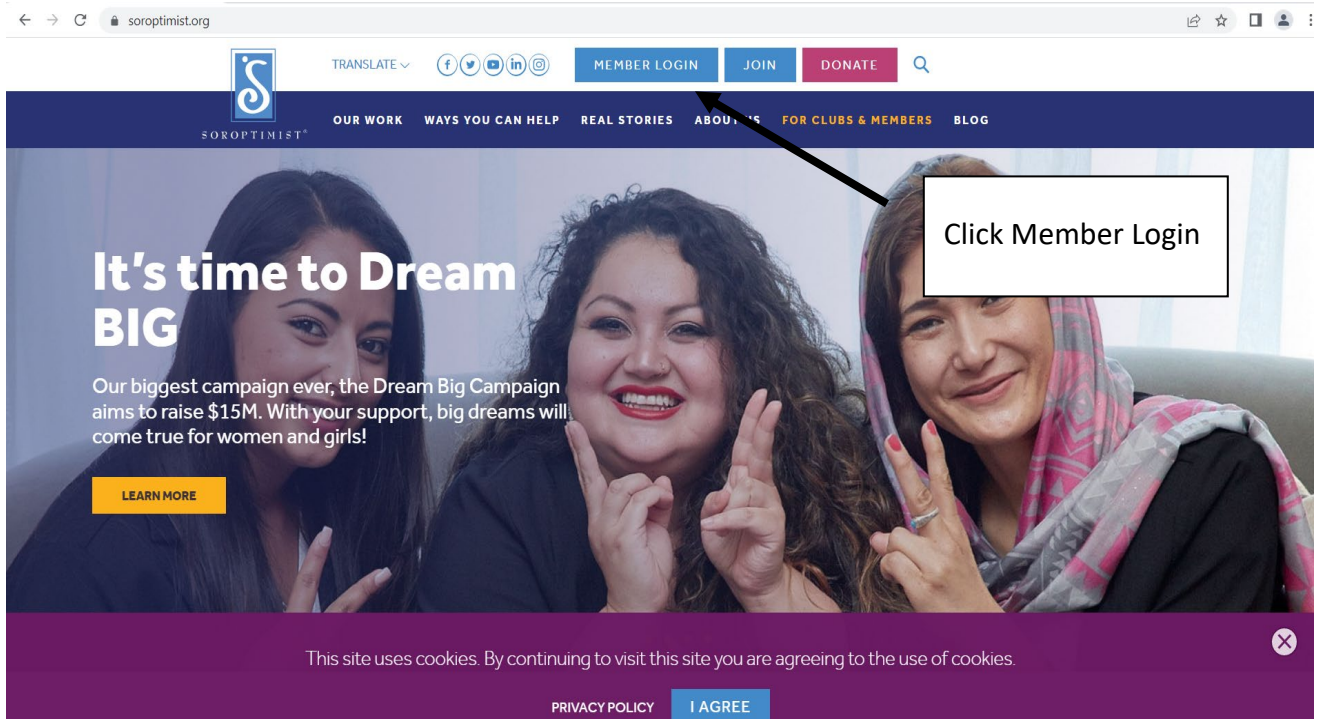
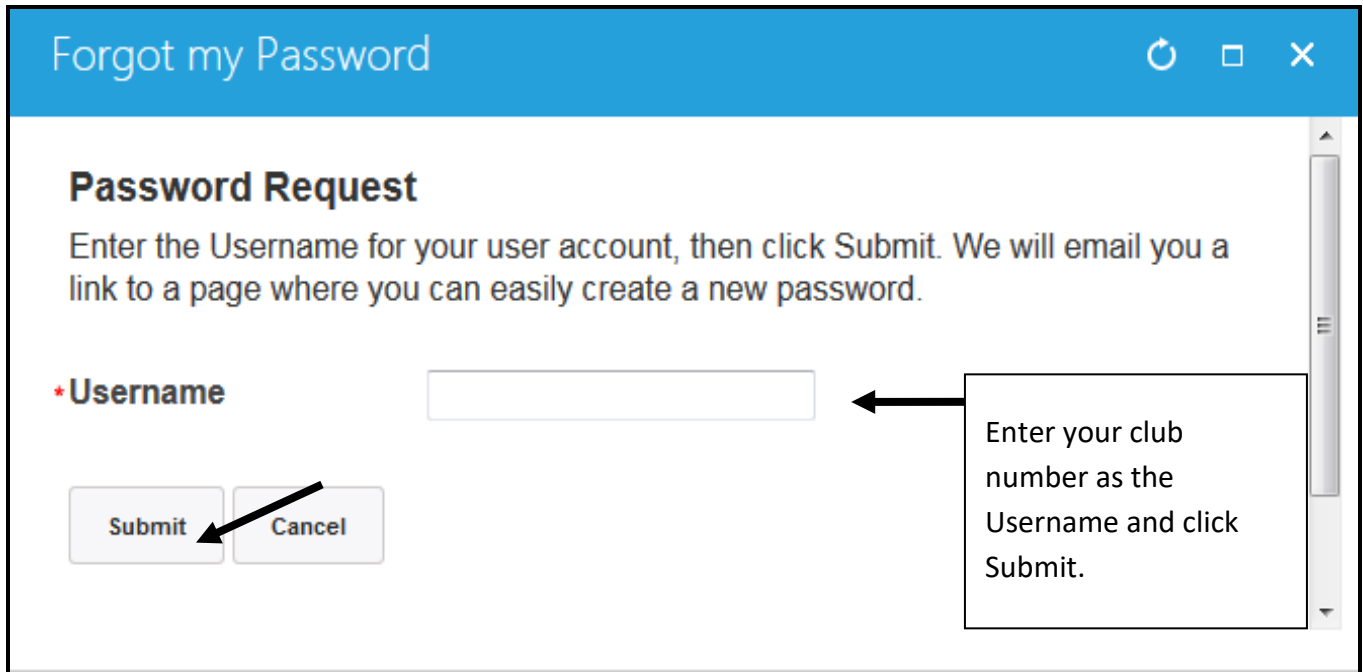


Changing the SIA Online Club Password

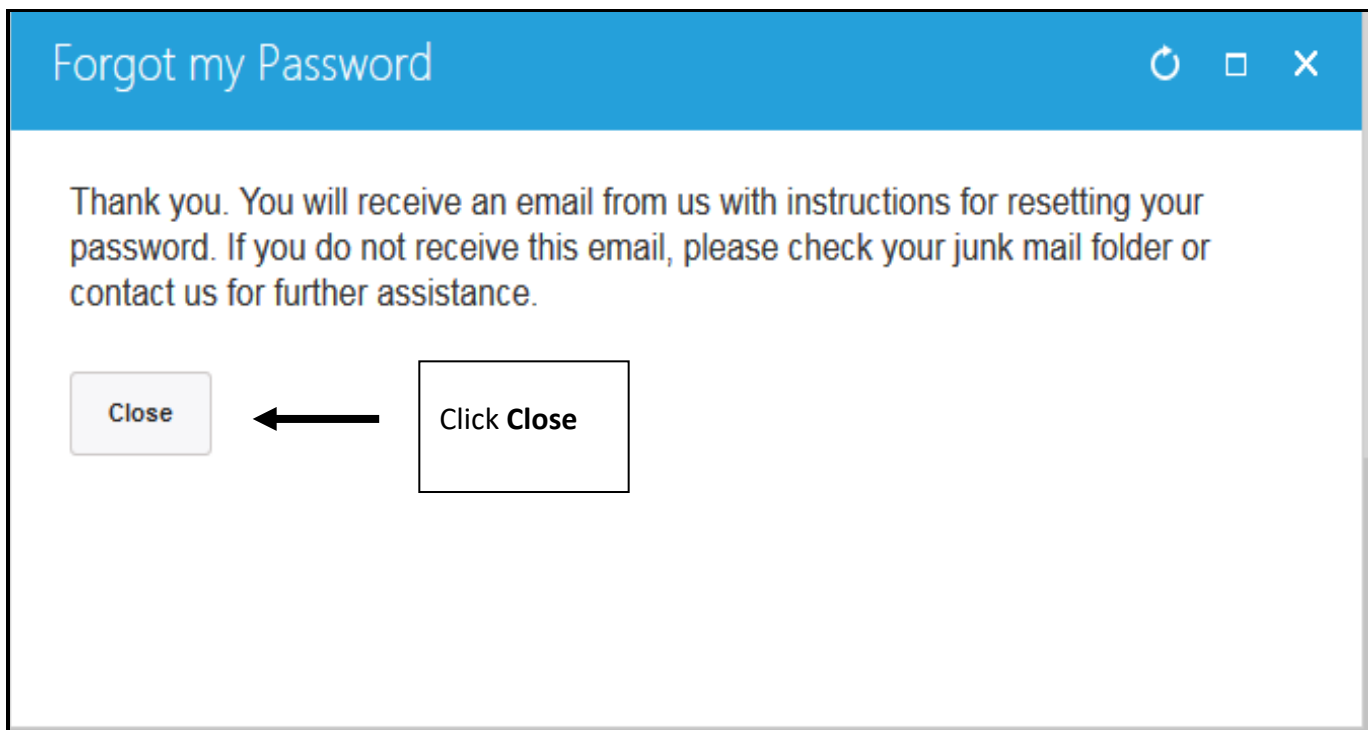
- Beginning January 9, 2018, all current clubs who login to the SIA website to make donations, update their club rosters, club profiles, shop in our store or access any tools that are behind a login screen must change their passwords. These changes are required for compliance on websites that accept credit card payments.
- All passwords must include at least 7 characters, including one letter and one number.
- New clubs that join Soroptimist after January 9, 2018, will be assigned a default password that incorporates their six-digit club number preceded by, all lower case sia, for example sia000000.
- Passwords can be changed by following the directions below. After changing your password, you will receive an automated email from siahq@soroptimist.org to the @soroptimist.net address we have on file. Please keep this information in a safe place. SIA headquarters cannot access or track changed passwords. SIA can only reset passwords to the **default** password configuration, as shown above in the example. Do not share your password with anyone.
- Don't forget to log out at the end of your session in the club's section, especially if you are using an unsecured public computer!
- Go to www.Soroptimist.org and click "Member Login" to access your club profile.



You will receive the message below.



The screenshot shows a web browser window titled "Forgot my Password". The page content includes a heading "Password Request" and a paragraph: "Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password." Below this is a form with a label "*Username" and an empty text input field. To the right of the input field is a callout box with the text: "Enter your club number as the Username and click Submit." Below the input field are two buttons: "Submit" and "Cancel". An arrow points from the callout box to the input field, and another arrow points from the "Submit" button to the callout box.



The screenshot shows a web browser window titled "Forgot my Password". The page content includes a paragraph: "Thank you. You will receive an email from us with instructions for resetting your password. If you do not receive this email, please check your junk mail folder or contact us for further assistance." Below the paragraph is a "Close" button. To the right of the button is a callout box with the text: "Click Close". An arrow points from the callout box to the "Close" button.

You will receive in the club's @soroptimist.net account a Password Word Reset Request.

From: siahq@soroptimist.org
To: siaadmin
Cc:
Subject: SIA Password reset request

Sent: Mon 12/18/2017 3:42 PM

We received a request to reset the password for the username '170106'. If you made this request, [go to the password reset page](#). This link is valid for 20 minutes after the time it was requested.

If you did not request to have your password reset, you can safely ignore this email.

If clicking on the link does not work, you can copy and paste the following link into your browser's address window.

https://test.soroptimist.org/SIA/Contacts/Sign_In.aspx?resettoken=bzR6SnMxNDRoc28xMUfoZ1NGMHhXUT09Ym9HNGNM0xVdVhvMEtWMmF2aFO3akxORkRZPVpJNDJnbS9GVEFVQ3dOTzJvZDYwQnE2bjhRdEx6T0MyNTl2VmNSdVYwUTRVTdc0dW1EbjFqUHVleDczNWp0aVVnbG10c2JzaGdMaHRuVEwleFN0TkdpZmJFRjBzZW9FZDZjbUIUSIE9PQ

Click the direct link **go to the password reset page**.

Sign In

Please create a new password for 170106 and click Submit. You will be signed in immediately.

* **New password**

* **Confirm new password**

Passwords must be at least 7 characters long and contain numbers and letters.

SUBMIT **CANCEL**

Enter the **New password** then **Confirm new password**.
Click **Submit**.