

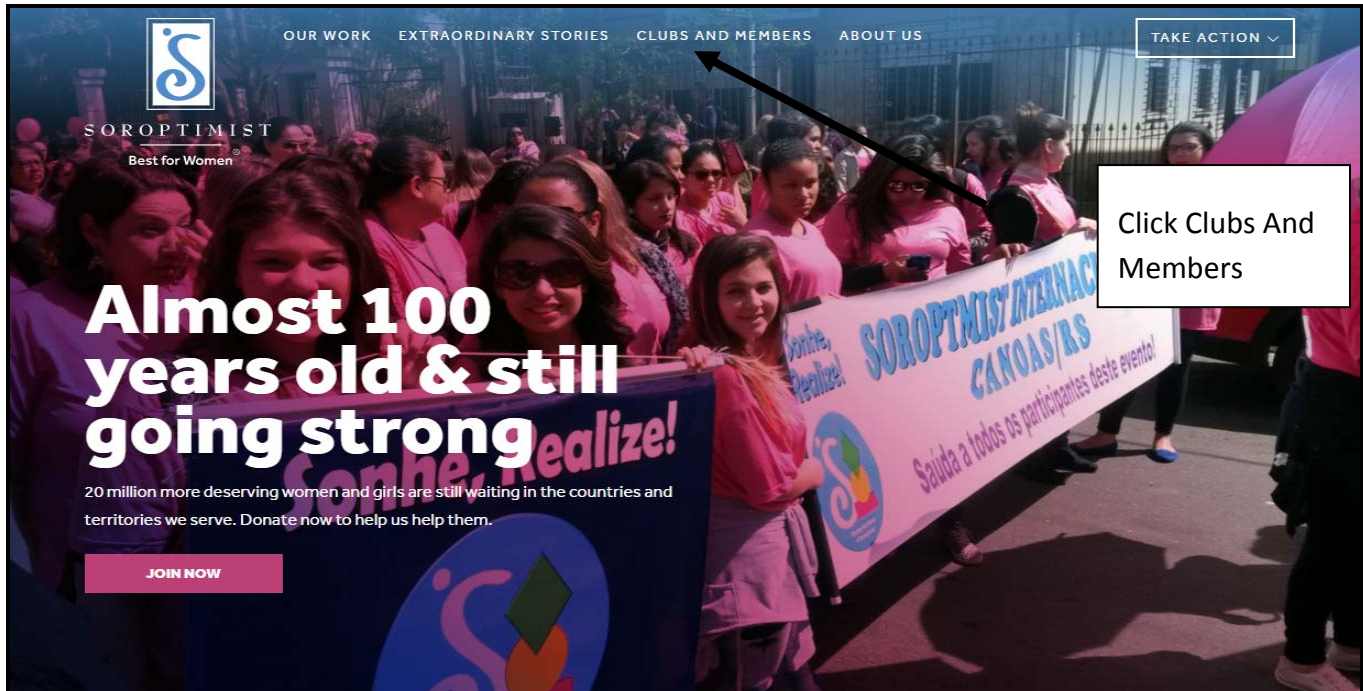


*Improving the lives of women and girls  
through programs leading to social  
and economic empowerment.*

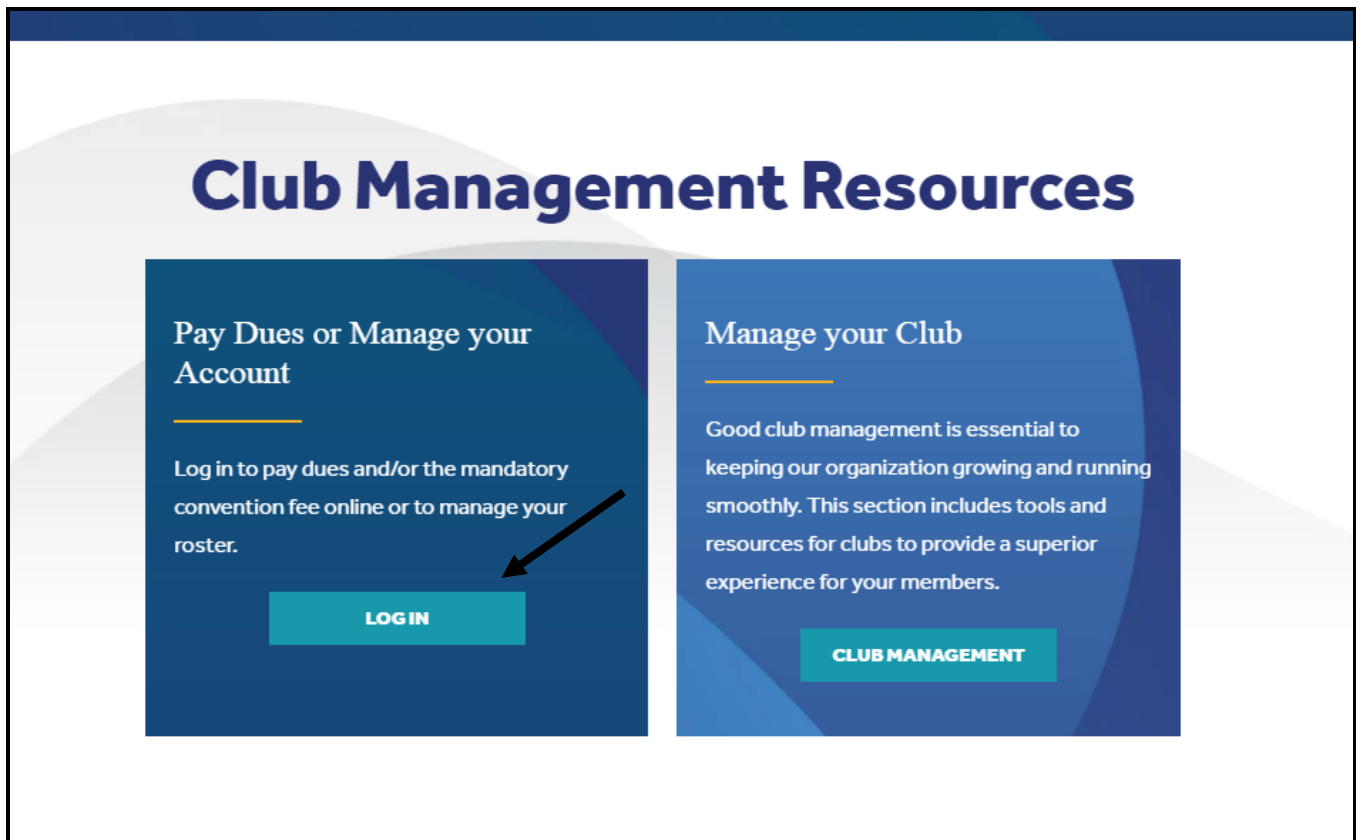
## SOROPTIMIST INTERNATIONAL OF THE AMERICAS

### 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](mailto: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](http://www.Soroptimist.org) and click "Clubs and Members" to access your club profile.



- Scroll down until you see 'Club Management Resources' and Click 'Login.'



**Sign In**

**Username**

**Password**

**Keep me signed in**

**SIGN IN**

[Forgot username?](#) | [Forgot password?](#)  
[Create a new account](#)

Sign in using your club number as the user name and password then click Sign In.

- You will receive the message below. Click **Forgot Password**.

**x** The security of your data is very important to us. To help keep your data secure, you must create a new password at this time. Click the "Forgot password?" link below to create a new password. Thank you for helping us to protect your personal information.

**Sign In**

**Username**

**Password**

**Keep me signed in**

**SIGN IN**

[Forgot username?](#) | [Forgot password?](#)  
[Create a new account](#)

Click **Forgot Password?** to get new Password.

Forgot my Password

### Password Request

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.

\*Username

Submit Cancel

Enter your club number as the Username and click Submit.

Forgot my Password

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.

Close

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

