

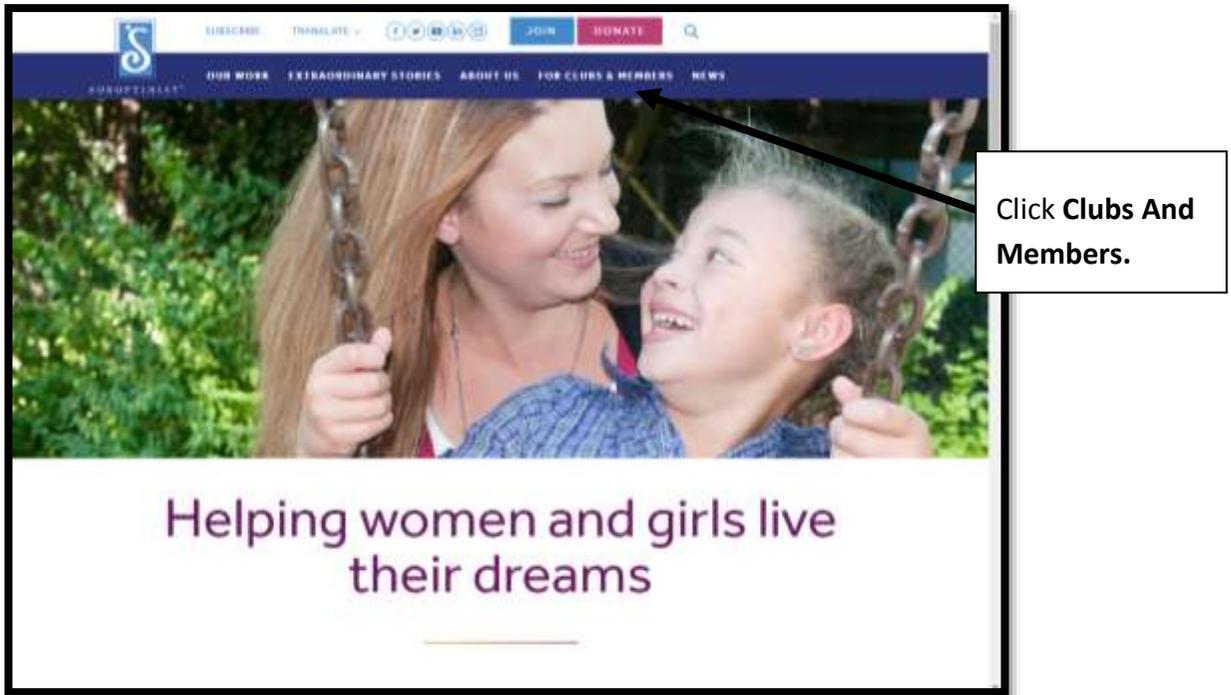


*Improving the lives of women and girls
through programs leading to social
and economic empowerment.*

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

Changing the SIA Online Member Password

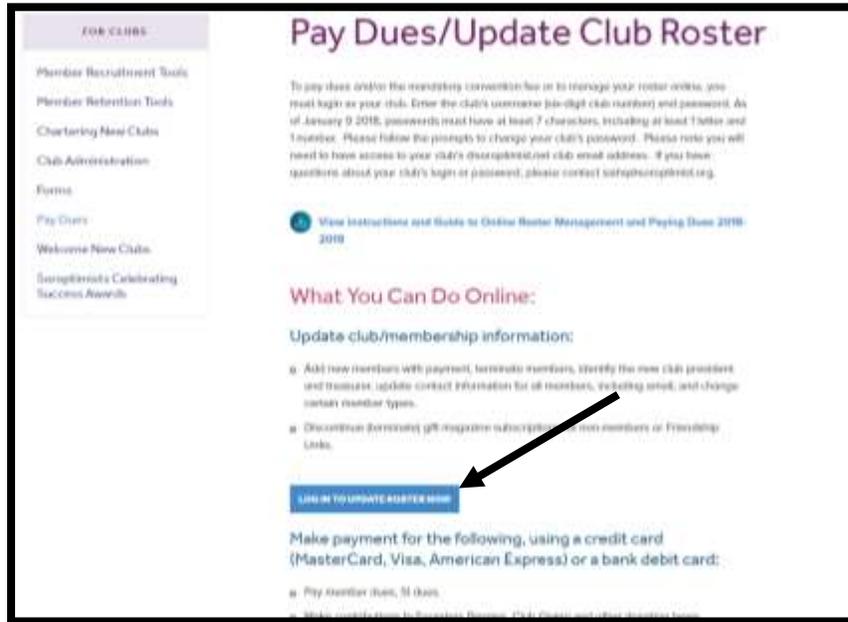
- Beginning January 9, 2018, all current members who login to the SIA website to make donations, update their member profiles, shop in our store or access any tools that are behind a login screen must change their passwords. These changes are required for compliance on websites that accept credit card payments.
- All passwords must include at least 7 characters, including one letter and one number.
- New members who join a Soroptimist club after January 9, 2018, will be assigned a default password that incorporates their six-digit member ID 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 email 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 members section, especially if you are using an unsecured public computer!
- Go to www.Soroptimist.org and click “Clubs and Members” to access your individual profile.



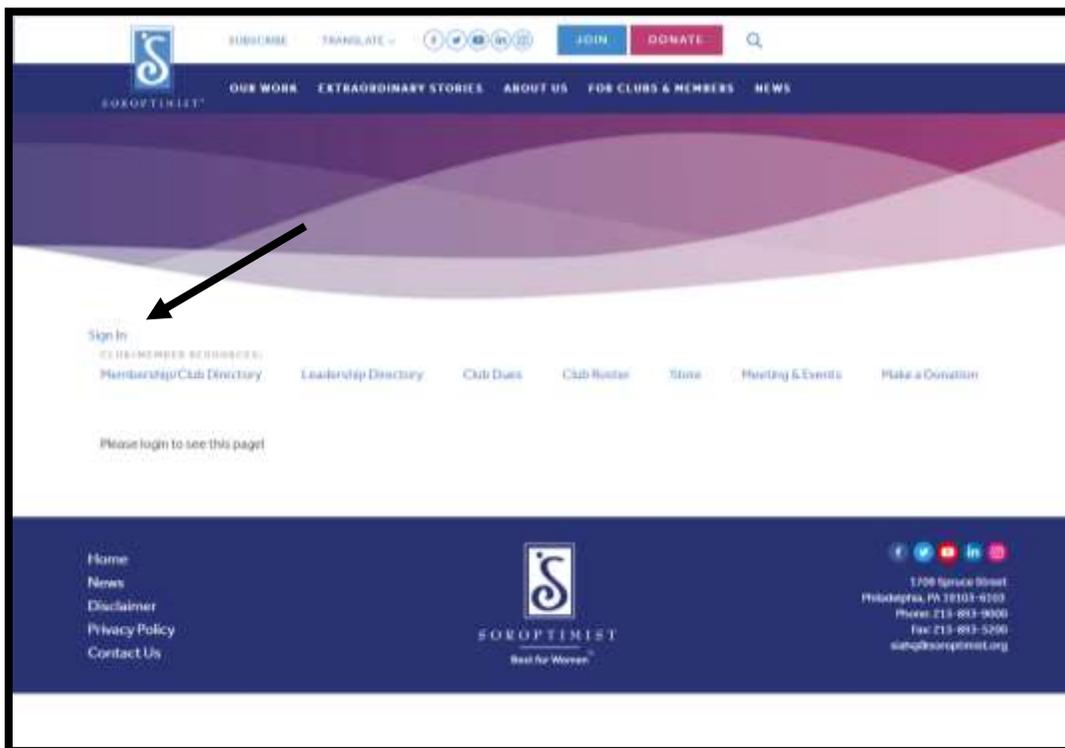
- Scroll down until you see 'Quick Links and click 'Pay Dues.'



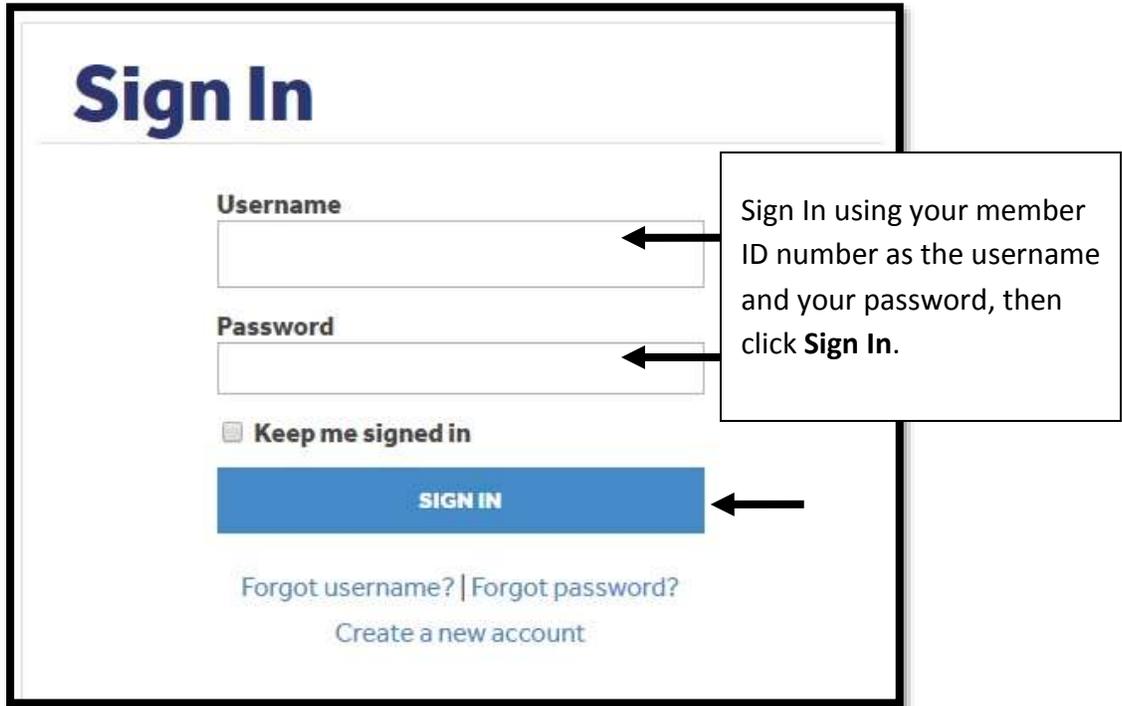
- Scroll down until you see 'Login To Update Roster Now' and click



- Click 'Sign In' on the left-hand side



- You will then come to a Sign In page:

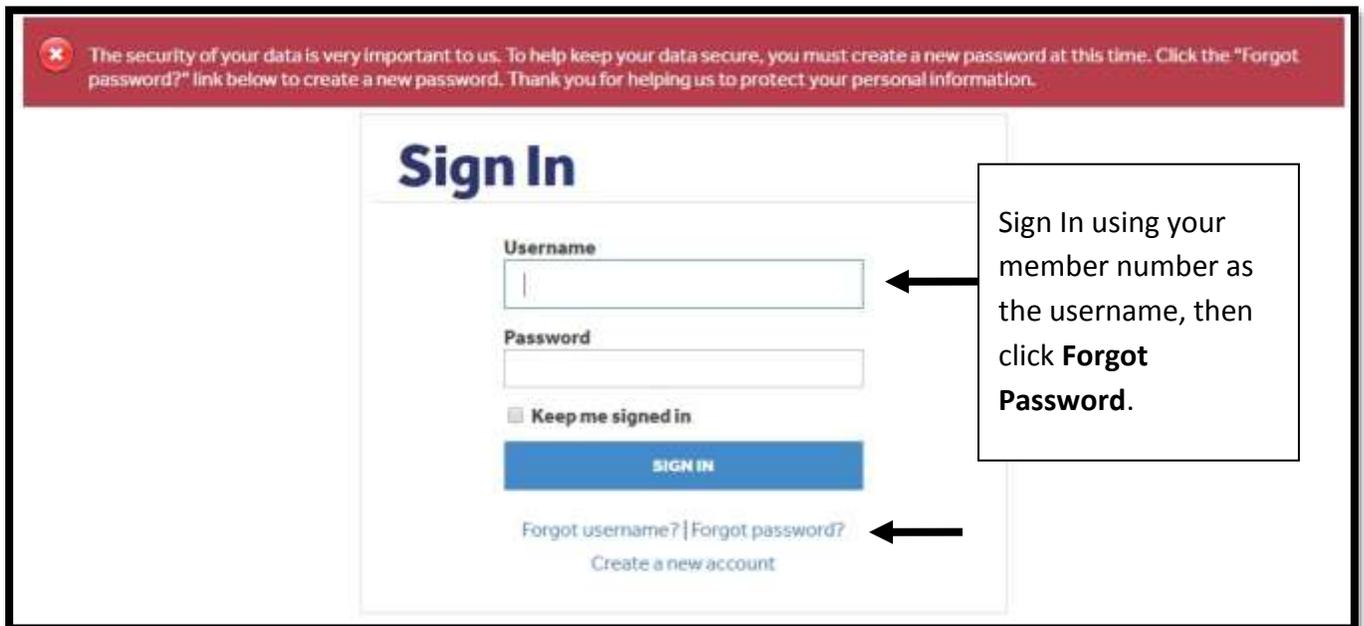


The screenshot shows a "Sign In" page with the following elements:

- Username** input field
- Password** input field
- Keep me signed in**
- SIGN IN** button
- Links: [Forgot username?](#) | [Forgot password?](#)
- [Create a new account](#)

A callout box on the right contains the text: "Sign In using your member ID number as the username and your password, then click **Sign In**." Arrows point from the callout box to the Username field, the Password field, and the SIGN IN button.

- You will receive the message below. Please enter your member ID number as the Username and click **Forgot Password**.



The screenshot shows a "Sign In" page with a security message at the top:

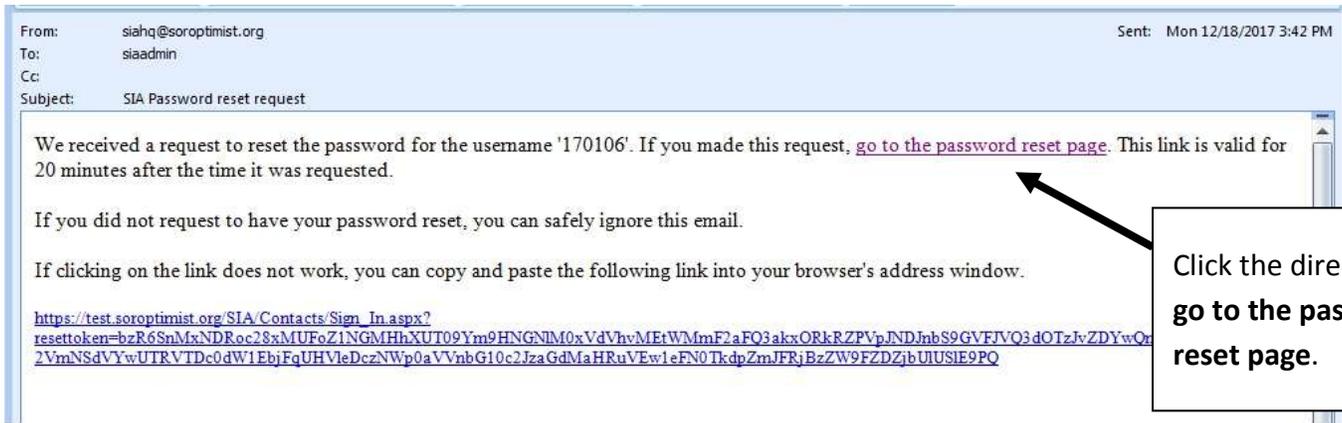
✖ The security of your data is very important to us. To help keep your data secure, you must create a new password at this time. Click the "Forgot password?" link below to create a new password. Thank you for helping us to protect your personal information.

The "Sign In" form below contains the same elements as the previous screenshot:

- Username** input field
- Password** input field
- Keep me signed in**
- SIGN IN** button
- Links: [Forgot username?](#) | [Forgot password?](#)
- [Create a new account](#)

A callout box on the right contains the text: "Sign In using your member number as the username, then click **Forgot Password**." Arrows point from the callout box to the Username field and the "Forgot password?" link.

- Once you have completed this, you will receive an email to the email address we have listed on file.
- Please note, if you are changing your club password, the link will be sent to your club email address. This email address is given to you by SIA and ends with @soroptimist.net. You will need to have access to this email address in order to reset your club's password.



- You will be prompted to reset your password. This password MUST contain at least 7 characters, including one letter and one number.

The image shows a "Sign In" form with the following elements:

- Sign In** (Large blue heading)
- Please create a new password for 170106 and click Submit. You will be signed in immediately.
- *New password** (Label) followed by an input field. An arrow points to the input field.
- *Confirm new password** (Label) followed by an input field. An arrow points to the input field.
- Passwords must be at least 7 characters long and contain numbers and letters.*
- SUBMIT** (Blue button) and **CANCEL** (Blue button). An arrow points to the SUBMIT button.

- Once you have successfully logged in, you will be able to update your information and your password at any time.

The screenshot shows a web interface for a Soroptimist member. At the top, there is a purple navigation bar with links for HOME, ACCESS DIRECTORIES, MEETINGS/CONVENTIONS, and CONTACT US, along with social media icons for Twitter, Facebook, LinkedIn, and YouTube. On the left side, there are four promotional banners: 'Resources, Information & Forms', 'Shop the Soroptimist Store', 'Donate', and 'LIVE YOUR dream .org'. Below these banners is a list of links: Club/Member Update, Pay Dues, Donate, Soroptimist Store, Meetings/Conventions, Leadership Directory, and Club Member Directory. The main content area features a 'Back' button and a form with the following fields: ID (443511), First Name (Jane), Last Name (Doe), Club/Region (Test Club), Email (janeboe@soroptimist.org), Work Phone, Home Phone, Birth Date (mm/dd/yyyy) (11/18/2013), Join Date, Website, Status (A), Club Region ID (430548), Preferred (unchecked), Street Address (2 Stow Ave), City (Toronto), State (dropdown), Zip/Postal Code (485-ehf), Country (dropdown), New Password, and New Password Confirm. There are three arrows pointing to the form: one to the 'Update' button, one to the 'New Password' field, and one to the 'New Password Confirm' field.