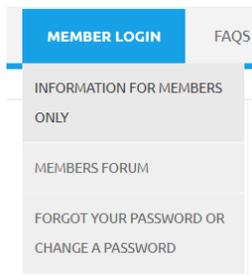


## How to Use the CFCPA.ORG “Information for Members Only” Features



To enter the Member Area, click on “MEMBER LOGIN.” This will take you to a sign-in screen.

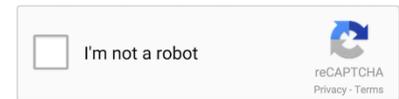
A screenshot of the 'Member Login' page. The page title is 'Member Login'. Below the title, there are two icons: a red 'X' and a printer icon. The text reads: 'For Existing Members' and 'You must be a registered member of the Central Florida Crime Prevention Association to access this section of our website. If you have already registered and been accepted, you can log in here:'. There is a section titled 'Existing Users Log In' with two input fields: 'E-mail or Email' and 'Password'. Below the fields, there is a 'Remember Me' checkbox and a 'Log In' button. At the bottom, there are two links: 'Forgot password? Click here to reset' and 'New User? Click here to register'.

If this is your first time into the member area, “Click here to register” to be taken to screens that will prompt you for your initial information. Be prepared to enter your name, agency name and address, preferred phone number and preferred email address. Use the “Invitation Code **Region5**” These will appear in a directory that you will be able to find in area named INFORMATION FOR MEMBERS ONLY.

When selecting passwords, DO NOT USE passwords that you have used previously for agency computers. If you need help in forming safe and secure passwords, there is a Helpful Tips area.

Should you ever forget your password or need to change it, you can find a password reset here. A new password will be sent to your email address. Once you log in, you can change your password to whatever you want it to be.

Logging In requires a **captcha**. This will start off with a check box to confirm you are not a robot trying to automatically log in. Check the box and you will be given an image separated into six sections. Respond to the question and check the appropriate boxes. This is a security step. When successful, you will be able to use the INFORMATION FOR MEMBERS ONLY and FORUM areas.



***Make sure that you can receive our emails.*** Some agencies may have spam filters that will prohibit communications with CFCPA.ORG. Our website email is [info@cfcpa.org](mailto:info@cfcpa.org) and you should make sure it is in your personal address book on either your phone or computer so our emails are not identified as spam. Our website can also be used from a phone. It will size itself (called being responsive) to either a computer, tablet or phone screen.

### Information for Members Only

This area includes: A Directory of Registered Members, a Referral Form you can use to enter someone else from your agency who you would like to receive meeting notices, meeting minutes, PowerPoint presentations that other agencies have shared, Brochures that other agencies have shared, and other Miscellaneous information.

### Members Forum

This is your private crime prevention forum where you can ask questions of each other, set up and follow specific topics and seek ideas about crime prevention. If there is a “thread” (Topic) that you are interested in, you can either create it or check one you are interested in and receive updates every time someone adds information.