



CHEVY CHASE AT HOME

We Are Neighbors Helping Neighbors Live at Home

Post Office Box 15102

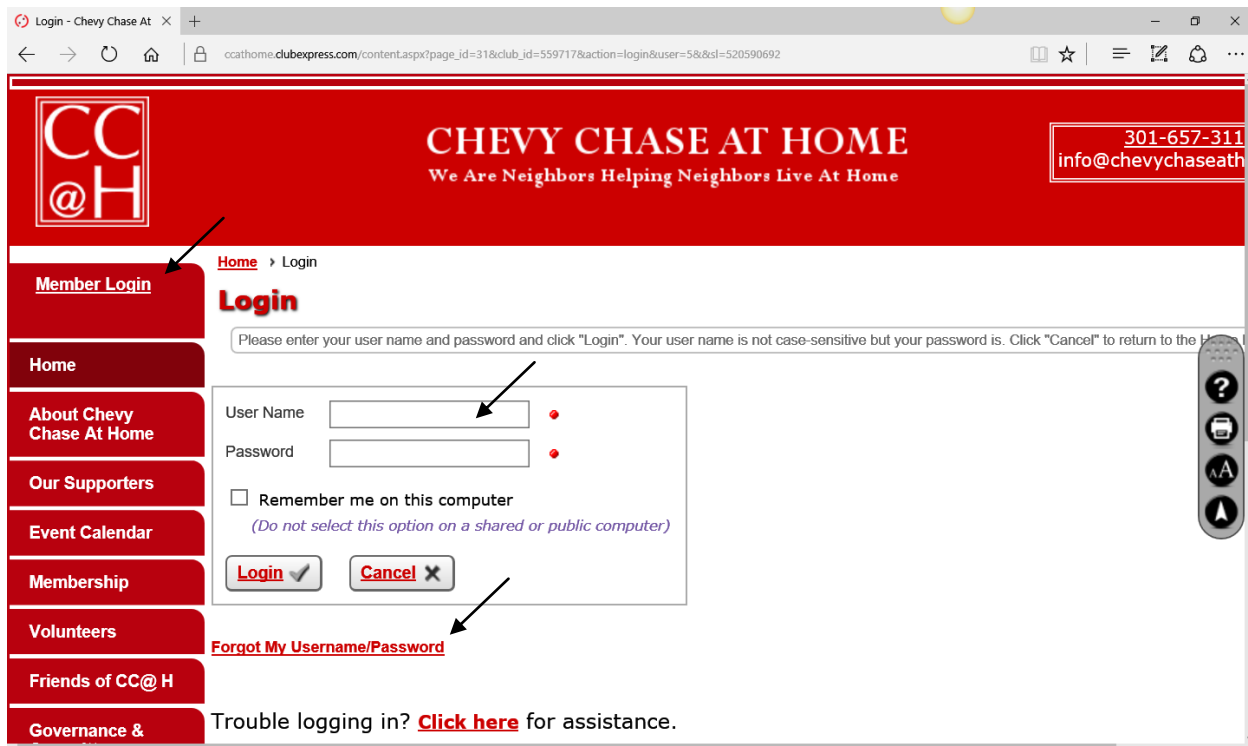
Chevy Chase MD 20825

Telephone (301) 657-3115

How to Log In as a Member

Go to the Chevy Chase At Home website: <http://chevychaseathome.org>

At the top of the navigation column on the left side of the website, there is box that includes the link to **Member Login**.



As a Member or Friend, you already have a member ID (User Name) that we can provide to you or you can use your e-mail address to request your User Name and a temporary password. If two of you use the same e-mail address, please contact us for your member ID before your first log in.

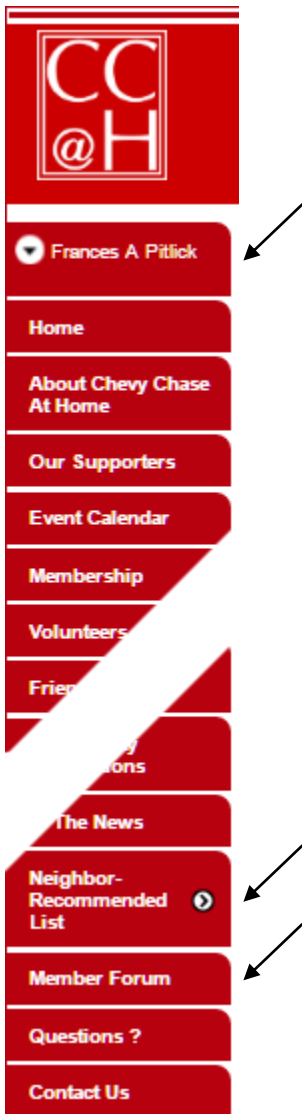
If you have your User Name:

1. Enter your User Name in the box, then click on **“Forgot My Username/Password”** and the system will send a temporary password to your e-mail address (because we don’t know your password). Proceed to Step 2

If you do not have your User Name:

1. Click on “**Forgot My Username/Password**” and the system will send your User Name and temporary password to your e-mail address. Proceed to Step 2
2. Before you open your e-mail, figure out what you want to use as a permanent password that you can easily remember.
3. Go to your e-mail program and, if possible, leave the e-mail open in a separate window. Otherwise, write down the temporary password that is in the e-mail message you have just received (upper and lower case letters are important to notice).
4. With the website login box open, copy the password from your e-mail or type it into the password box (and your User Name in the top box).
5. You will be asked to provide a new password – here’s where you will enter your permanent password (from Step #2), probably twice.

6. Once you have logged in, the Home Page will pop up and the left hand Navigation Column will have changed as follows
 - a. Your Name will be at the top.
 - b. The downward arrow in the white circle opens a white box with a link to **Logout** and a link to your **Profile**. This is where you can change or add contact information.
 - c. If it is time to renew your dues, there also will be a red circle with a \$ symbol near your name at the top of the navigation column.
 - d. Towards the bottom of the Navigation column will be new links to the **Neighbor-Recommended List** and the **Member Forum**.



Having trouble? Please send an e-mail or call the office (301-657-3115) if you want one of us to come and work with you at your computer.

Fran Pitlick
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July 19, 2016