



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

My Y Portal Set-up Guide

It's My First Time Logging On...

1. Go to www.kvymca.org/content/my-y-portal
2. Select "Login" in the top right hand corner, under the Y logo.
3. You will have three boxes on your screen, click "Find Account" at the bottom of the box in the middle that says, "I want to set up online access for my account" at the top.
4. Insert your Last Name, Birth Date, and Zip Code that were used when you initially joined the Y.
 - a. If you do not know the Last Name, Birth Date, or Zip Code that were used when you initially joined the Y, you may call our Welcome Center Staff at (207) 622-9622, and they will assist you.
 - b. You may also use your Member ID—please note that this is **NOT** the number on your membership key tag.
5. When you click submit, it will ask for the email address that we have on file for your account, to verify that it has found the correct membership.
 - a. If you cannot remember the email address you have on file or never supplied us with an email address, you may contact our Welcome Center at (207) 622-9622, and they will assist you.
6. A verification email will be sent to you with instructions to complete your online access registration.

I Have Set Up Online Access and I Would Like to Sign-In to My Y Portal...

1. Go to www.kvymca.org/content/my-y-portal
2. Select "Login" in the top right hand corner, under the Y logo.
3. You will insert your Email Address and Password that you used to set up online access to your My Y Portal.
 - a. If you forget your password, you may select "Forgot Your Password?" or call our Welcome Center at (207) 622-9622, and they will assist you.

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