

## PROCEDURE FOR NEW WEBSITE LOGIN.

When the Society switches over to the New Website all members will be required to re-enter a Password to activate their account. The procedure is as follows:-

Home Page



**Step 1:** Selecting 'Members Login' will bring up 'My Account Page'

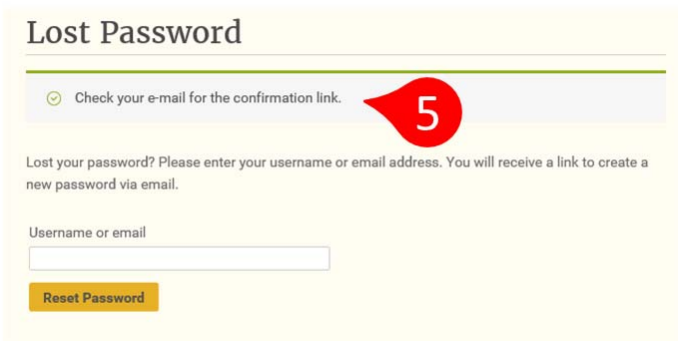
**Step 2:** Select the 'Lost your password?' link and the Lost Password Page appears.

**Step 3:** Enter your current email address that the Society holds for you.

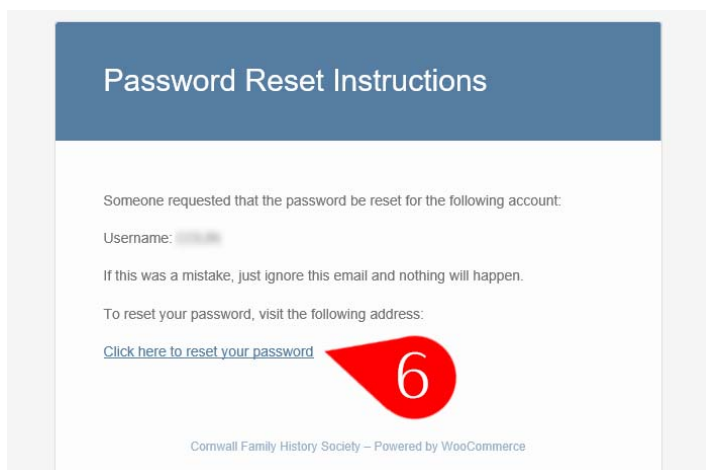
**Step 4:** Select 'Reset Password'.

[If your email address has changed since you last renewed your Membership please contact the Society immediately with your new email address.](#)

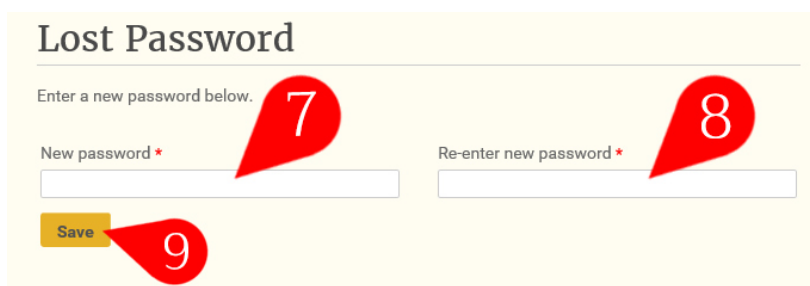
The following screen is presented



**Step 5:** Access your email account. The following notification should appear.



**Step 6:** Select the link 'Click here to reset your password'. This will take you back into the Cornwall Family History Website and the Lost Password Page will re-appear.



**Step 7:** Enter a new Password.

**Step 8:** Repeat the process in the Re-enter section.

**Step 9:** Press 'Save'.

## Lost Password

✔ Your password has been reset. [Log in](#)

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Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email

Reset Password

Step 10: Select 'Log in' and you will be returned to a confirmation page and access to the website.