



Nancy Patton Mills
Chair

Sharif Street
Vice-Chair

Alex Reber
Treasurer

Kathryn Huggins
Recording Secretary

Janet Diaz
Corresponding Secretary

Instructions for Using the PA Dems YourMembership website:

To Register for the PA Dems YourMembership Site:

Please visit <https://padems.site-ym.com/>. You may wish to bookmark this site for future reference.

The screenshot shows a blue-themed website interface. On the left, a large blue box contains the following text: "Welcome the Pennsylvania Democratic Party" in white, "State Committee Member Portal" in yellow, and a paragraph of instructions for state committee members and county chairs. Below this, there are links for "Calendar", "Register for the Winter 2020 State Committee Meeting", "Join Groups", and a contact email "helpdesk@padems.com". On the right, a dark blue box contains a "SIGN IN" section with two white input fields for "Username" and "Password", a yellow "SIGN IN" button with a lock icon, and two links: "FORGOT YOUR PASSWORD?" and "HAVEN'T REGISTERED YET?".

If you are not a member of State Committee, or a County Party Chair, you may register to use the site but clicking the “Haven’t Registered Yet?” link, to the right of the screen under “Sign In.”

You will be prompted to create a username, which can be anything you like. However, we recommend using your first initial and last name (e.g. DSmith, MJones). You must then enter your first and last name, and pick which regional caucus group you would like to join.

At the next screen, please review the membership conditions. Your registration provides you access to the site for one year, from the date you register. At the end of that year, you will be remind to renew your membership.

At the next screen, you may enter a password of your choosing, as well as filling out your address, employer, and other key information. Any fields marked with a red asterisk is required – for the other fields, you can either complete them or leave them blank.

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Please note that the default setting is that this information will be visible to other members on the site. For any information which you do not wish to share with other members on the site, just click the person-shaped icon next to the item you wish to hide and select "Private (Not Visible in Profile)." You will then see the icon change to a small padlock icon. Information that is private in your profile will be visible to you and to the PDP staff, and will automatically pop up when you are filling out registration forms on the site.

Anniversary Date (12/31/1999)

Your Birthday (12/31/1999)

Your Website (Start With: "http://")

Address *

Members Only (Visible Only to Members)

Private (Not Visible in Profile)

Country *

Location *

Postal Code *

In the last box on this screen, labeled "Social/Volunteer Organizations," feel free to list any committees or groups of which you are a member, so as to assist us in directing you to the most beneficial resources on the site.

After completing the required fields, hit "submit" at the bottom of the page.

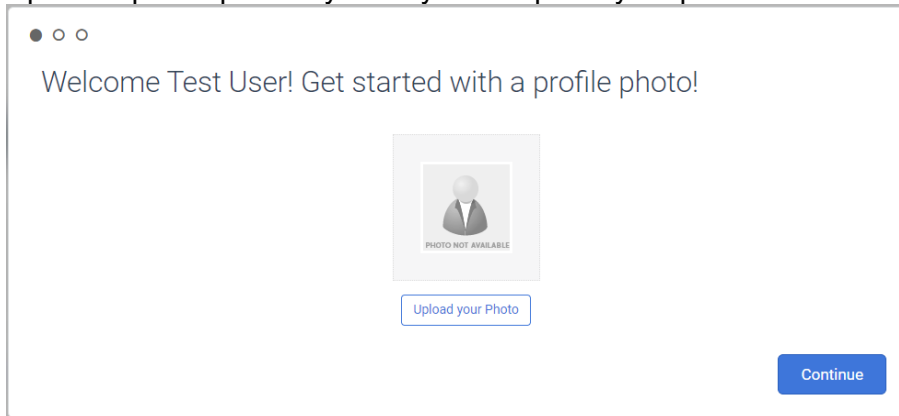
A member of our staff will review your registration and approve it. You should receive an email notification when your account is approved. If any issues arise or you do not hear from us, you may contact helpdesk@padems.com to follow up.

To Log Into the PA Dems YourMembership Site:

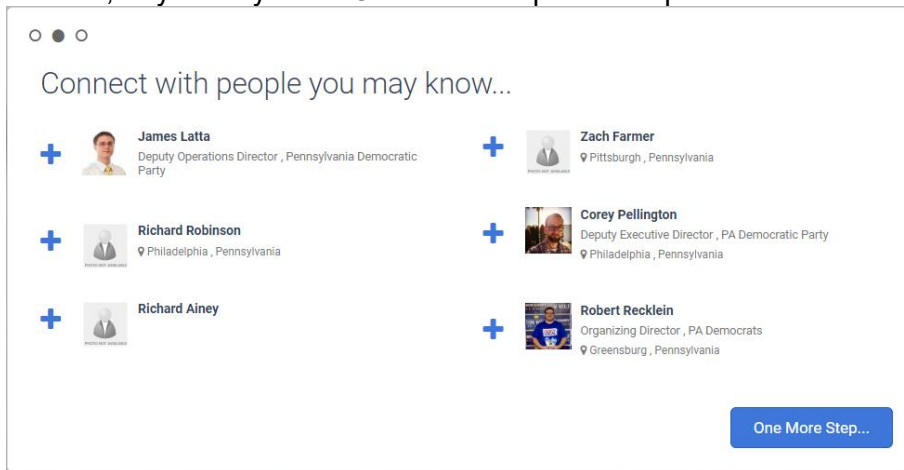
Once you are approved, you may access the site by visiting padems.site-ym.com and using the username and password you selected when you registered for the site.

Upon first signing in to the site, you will be prompted to complete the following items. All items are optional, and may be completed at a later date or not completed at all.

1. Upload a profile picture: you may click “upload your photo” or click “Continue” to skip this action



2. Connect with people you may know: You may click the blue + sign next to other members to add them as connections, or you may click “One More Step...” to skip this action.



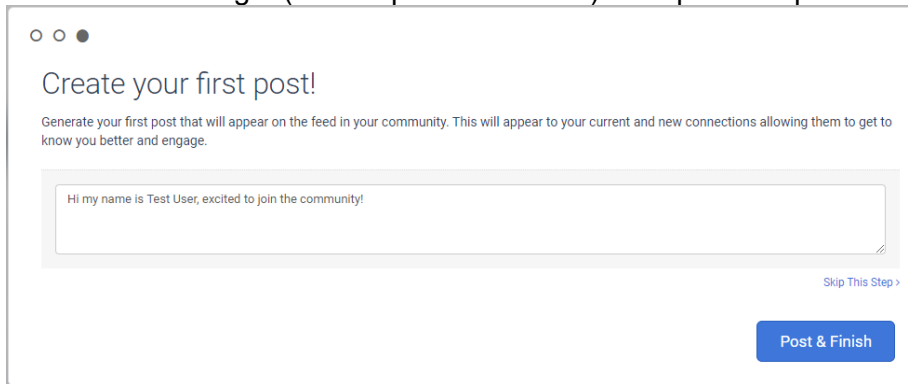
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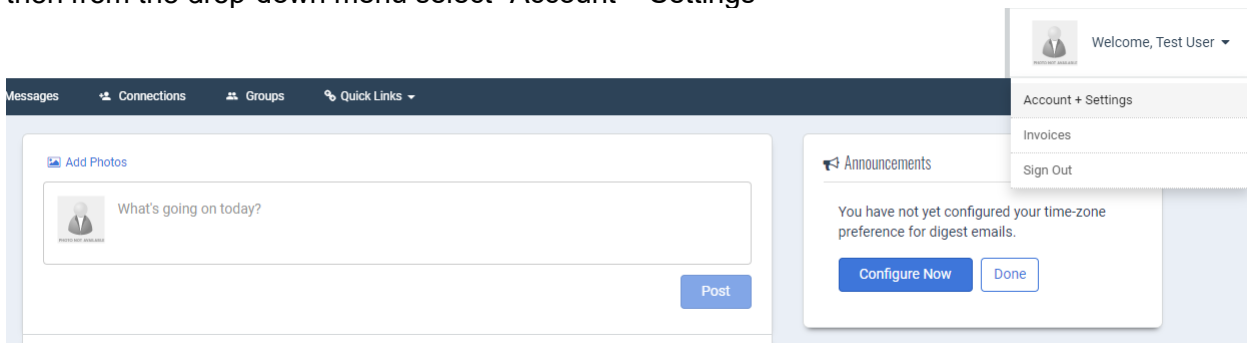
3. Create your first post: you may post a message to your profile if you wish, or click the small “Skip This Step” link in the bottom right (above “post and finish”) to skip this step.



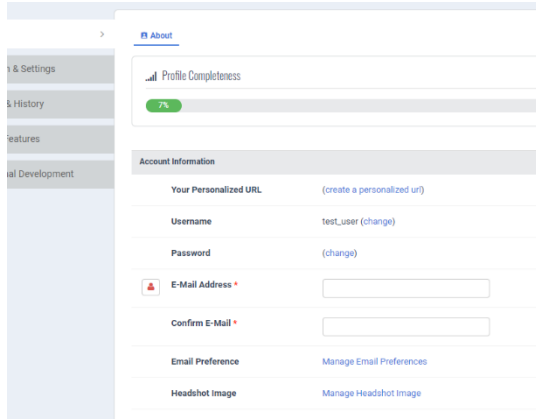
After that, please complete the following steps:

If you wish to change Your Password:

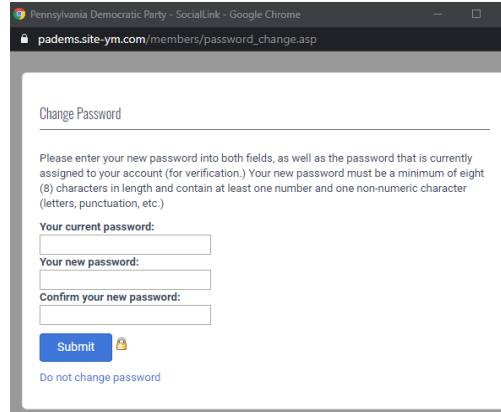
To reset your password: in the top left, find the icon that reads “Welcome, (your name)”, click on it, and then from the drop-down menu select “Account + Settings”



Next to password, click (change). A pop-up window will appear where you will enter your current password, and you can enter a new password of your choice.



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Please note that the information in your profile, such as address and phone number, may be visible to other members on the site, depending on which settings you selected for each profile field when you registered. If at any time you wish to change your visibility settings, simply click the icons as described above to set each item to "Private."