How To Log In

Using your preferred browser, navigate to IAEI.org.

In the top right corner click on the gold “Sign In” button.
How To Log In

At the next screen input your username and password.

PRO TIP* Your username is always your member ID number.
How To Log In

If you forgot your password, use the reset link to receive an email from customer service with instructions on how to reset the password.

Type in your email address or username. Click “Reset Password.”
How To Log In

The site will show you the below, confirming your submitted request.

![Password Reset Email](image)

**PRO TIP** If you do not see the email, check your spam folder.

If you do not have access to the email address associated with your account to reset the password and need assistance, please email customerservice@iaei.org and a customer service staff member will reset your password for you.

**PRO TIP** Include the actual first and last name on the member profile, not nicknames, and/or the member ID number in the body of the email requesting the reset to facilitate processing the request.

The password reset email looks like the below. Click the link to navigate to the site to change your password.
How To Log In

International Association of Electrical Inspectors: Password Reset Request

To: Jessica Hall

A request to reset your password has been submitted from:

International Association of Electrical Inspectors
www.iaei.org

Please click on the link below to be taken back to the site to reset your password.

Reset My Password Now

Please Note: For security purposes, this link expires in 24 hours.
How To Log In

You will navigate to the reset screen. Choose a memorable password that meets the security requirements. Click “Reset Password.”
How To Log In

You will see a confirmation email once you choose a password that meets the security requirements. Click “Click here to sign in.”
How To Log In

At the next screen input your username and newly created password.

**PRO TIP** Your username is always your member ID number.
How To Log In

You now have access to your account! Once members log in, they can manage their profiles, see member only content and the online store will show their member discount in red under the list price as shown in the below examples.

PRO TIP* If you need help updating your account, look on our site at [Secretaries and Membership Chair Resource Toolbox - International Association of Electrical Inspectors (iaei.org)](https://iaei.org) for a step by step guide like this to. Alternatively, you can reach out to customer service for the guide.
How To Log In

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