

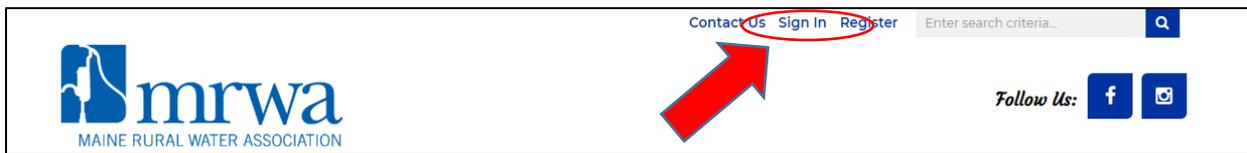
MRWA's New Website Quick Start Guide

We've launched a new website we hope will make life easier on you, our members. Registering, paying, and getting a receipt for classes and events can now be done with a few simple clicks. And better yet, the TCHs you receive from our training classes are *automatically* saved for you. That's right, no more chasing down certificates when you need to renew your license. And even better yet, you can upload TCH information from classes you didn't take from MRWA and save it in *your own personal account*.

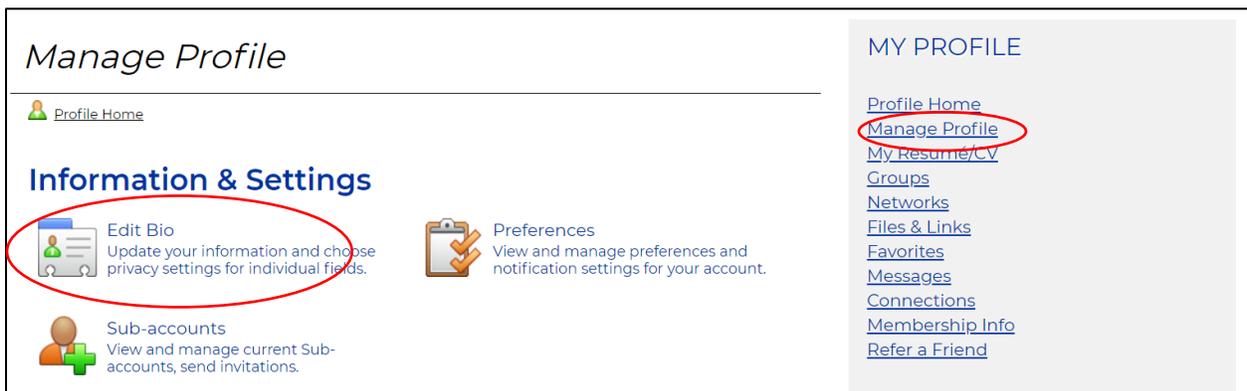
As a member, we've already set you up with your own account. All you have to do is **sign in** and **change your password**. We're making you do this for a couple of reasons. The first is that in order keep track of your stuff – like TCHs and invoices – you need an account. Your account is uniquely yours. Your data is encrypted and backed up in 3 locations across the country. You've been assigned a username that can be changed when you sign in the first time. The second is that we want to **keep you safe**. Initial passwords are randomly generated by the system, but we know what they are. Once you change your password, only you will know what it is, and you can change it at any time.

Here's how to sign in:

- 1) Go to www.mainerwa.org
- 2) Click on the SIGN IN link in the top right hand corner of the website window. Once there, you'll enter the USERNAME and PASSWORD we provided to you.



- 3) The **Manage Profile** screen is set as the default view when you first log in. If it's not, click on the **Manage Profile** link in the in the right hand column.



- 4) Change your username if you want, but **change your password**

