



## MOBILE DEVICE HOW TOs

**LOG IN** with your **USERNAME** and **PASSWORD** on the RHS homepage. You should “land” on the **RHS Groups: Official Red Hat Society Group** page (rotating banners), with a navigation bar above it.

### ICONS:

- **BELL** = Notifications that you have new Connections and/or Messages.
- **PERSON** = Your connections. People you are connected to.
- **PAPER CLIPBOARD** = Your Wall / Feed. Where your posts and other people’s posts (to their wall / feed) show up.
- **THREE BAR MENU** at the top left = Access your Profile, the Member Directory, your Account settings, your Groups, etc.

Your first time sign in will prompt you to upload a photo, make connections with other Members, and make your first post to the community. If you do not wish to do this at this time, it can be done at a later date. *You will, however, want to set your email notifications right away so that you don’t get inundated with system notifications.*

### **EMAIL NOTIFICATIONS (CHANGE)**

1. **LOG IN** to the system with your **USERNAME** and **PASSWORD**.
2. Click the **THREE BAR MENU**.
3. Click on **ACCOUNT + SETTINGS**.
4. Click on the **GEAR** icon (Information & Settings).

To your right, under Preferences, will be a list of check boxes. Uncheck what you don't want to receive alerts on. Be sure to set your TIMEZONE before you **SAVE** this page.

\*\* On this same page, you can set your Forum (QMB) signature under **FORUM SETTINGS**. Your signature will show on every post you make on the QMB. If you have subscribed to Forum Updates (done from the QMB itself), they will be listed here as well.

## HOW TO VIEW/PRINT MEMBERSHIP CARD

1. **LOG IN** with your **USERNAME** and **PASSWORD** on the RHS homepage.
2. Click the **THREE BAR** menu.
3. Click on **Account + Settings**.
4. Click the **DOLLAR BILL** icon (Payments & History).
5. Click the grey **Membership** tab at the top right.
6. Click on **View/Print My Membership Card**.

\*The Membership page also shows your expiry / renewal date, and your transaction history.

## HOW TO VIEW/PRINT MEMBERSHIP CARD (SHORT VERSION)

1. **LOG IN** with your **USERNAME** and **PASSWORD** on the RHS homepage.
2. Scroll down the page until you see the **LOCK** icon and **MY PROFILE**
3. Click on **Membership Info**.
4. Click on **View/Print Membership Card**.

## HOW TO PAY RENEWAL DUES

1. **LOG IN** with your **USERNAME** and **PASSWORD** on the RHS homepage.
2. Click the **THREE BAR** menu.
3. Click on **Account + Settings**.
4. **DOLLAR BILL** icon (Payments & History)
5. **Click** on the **Membership** tab at the top right.

If you are within 90 days of your expiry / renew date, there will be a link to **“Securely renew now”**. Click on that link to step through the process. You will be asked to verify your personal, address, and contact information before payment, to ensure that HQ sends your Member Materials to the correct location.