

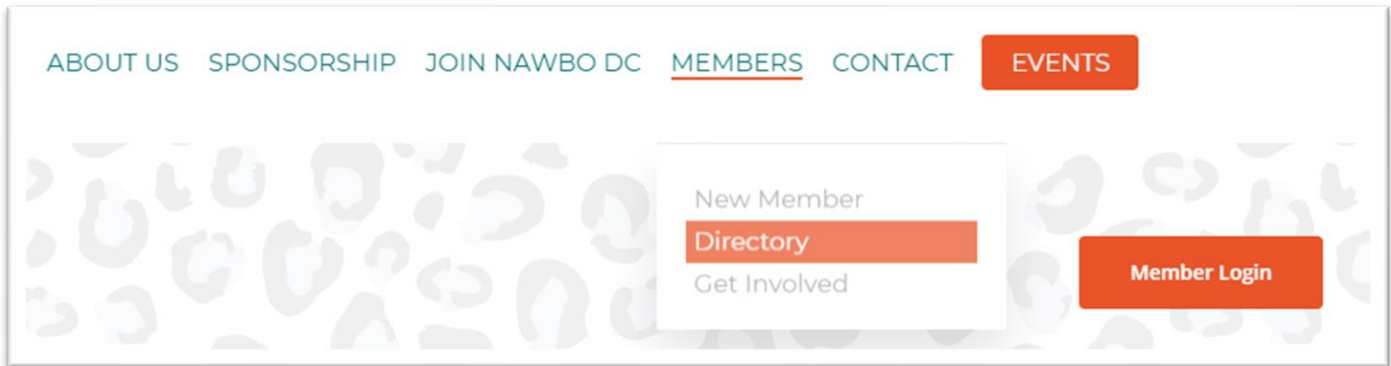
NAWBO Greater DC - Create Your Online Profile

Welcome to NAWBO DC!

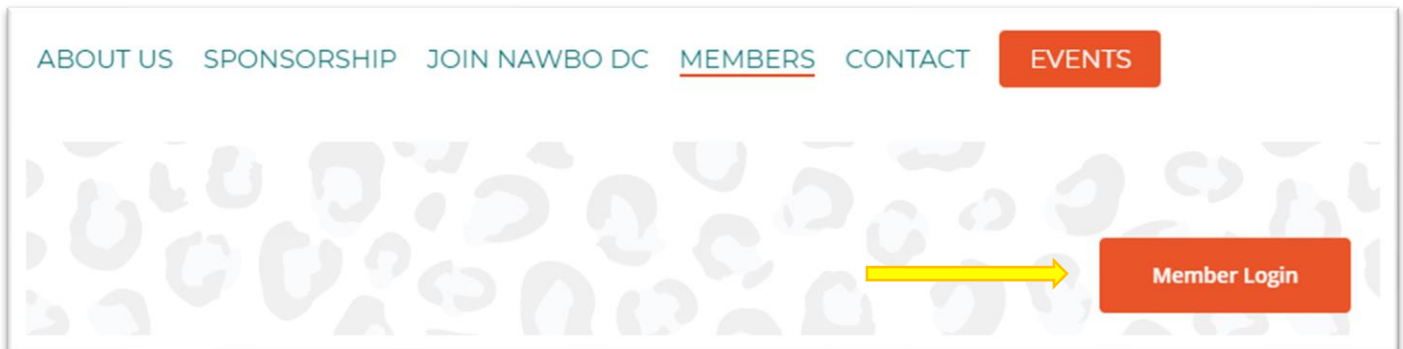
We are excited to have you as a member. Please follow these steps to create your professional profile on our website.

STEP 1: Create your Login

Go to NAWBODC.com and click on the Members/Directory menu.

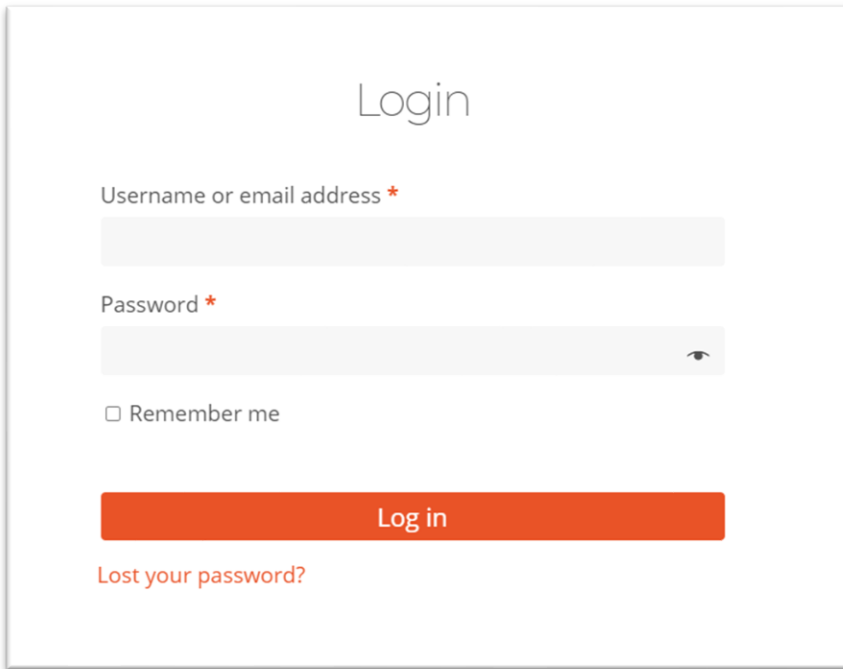


Click on Member Login (see yellow arrow below).



STEP 2: Set Your Password

Click on “Lost your password?” at the bottom of this box (*shown below*) to reset your password. A Reset Password link will be sent to your email address.

A screenshot of a login form. At the top center is the word "Login" in a grey font. Below it are two input fields: "Username or email address" with a red asterisk, and "Password" with a red asterisk. The password field has a small eye icon on the right side. Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a large orange button with the text "Log in" in white. Below the button is a link that says "Lost your password?" in red text.

Login

Username or email address *

Password *

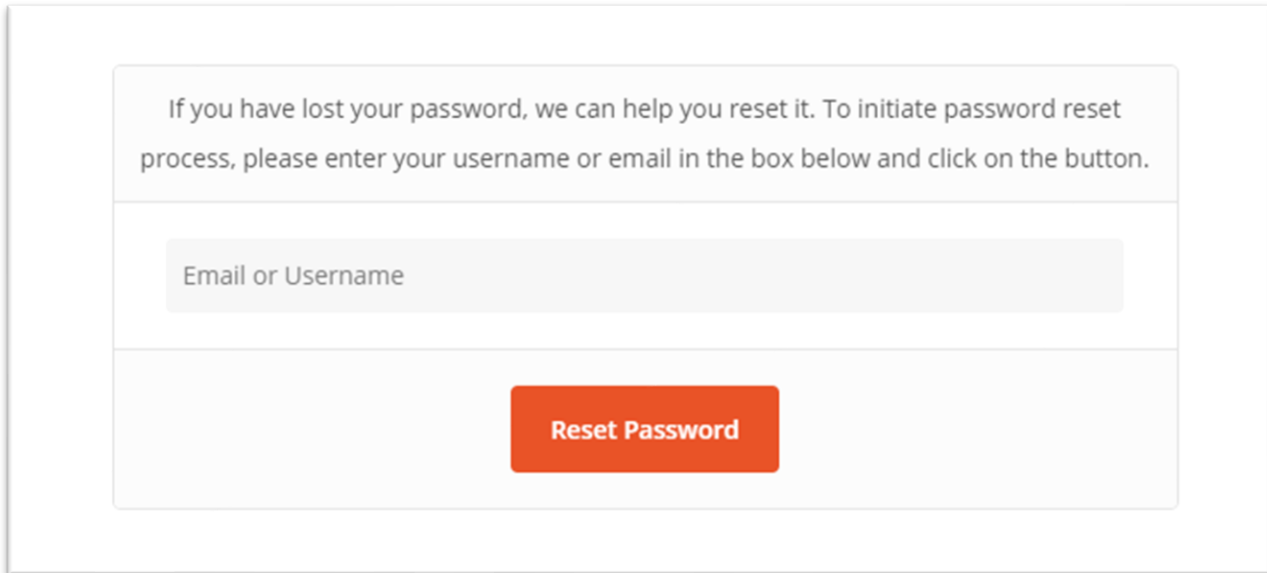
Remember me

Log in

Lost your password?

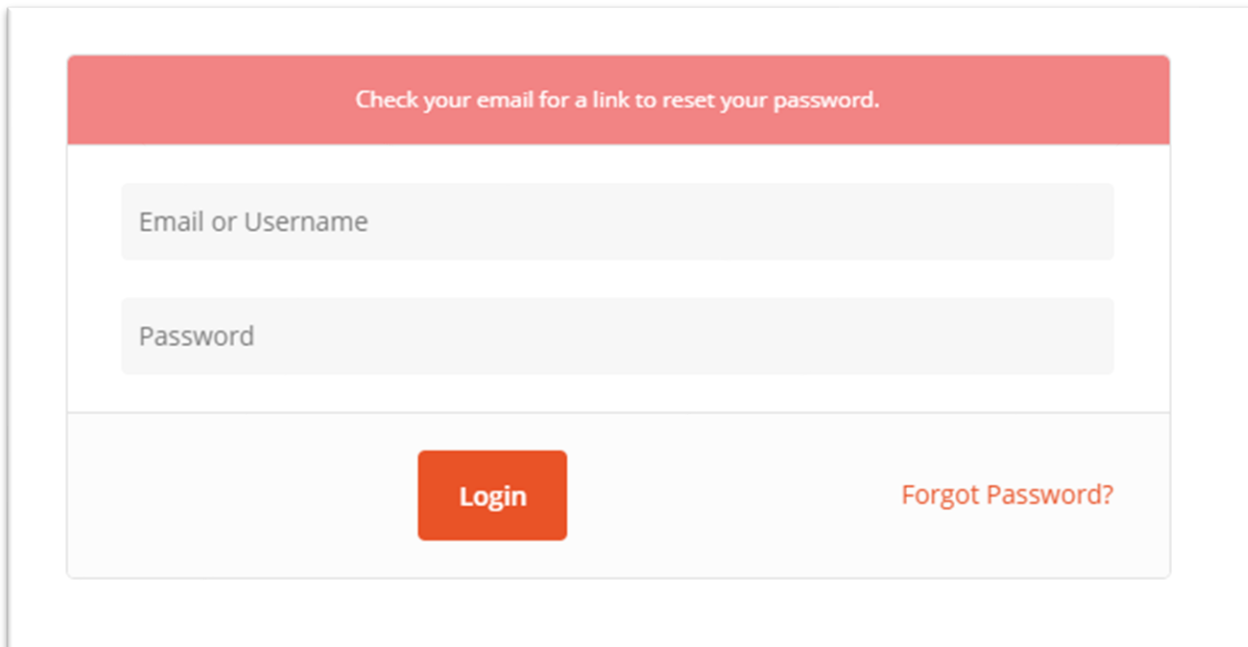
Enter the email address* you used to register with NAWBO.org. Click the “Reset Password” button (*shown below*).

**If you don’t remember your registered email address, contact Jenny Le at Jenny@websubstance.com or 703.470.0808.*



This screenshot shows a password reset initiation form. At the top, a light gray box contains the text: "If you have lost your password, we can help you reset it. To initiate password reset process, please enter your username or email in the box below and click on the button." Below this is a text input field with the placeholder text "Email or Username". At the bottom of the form is a prominent orange button labeled "Reset Password".

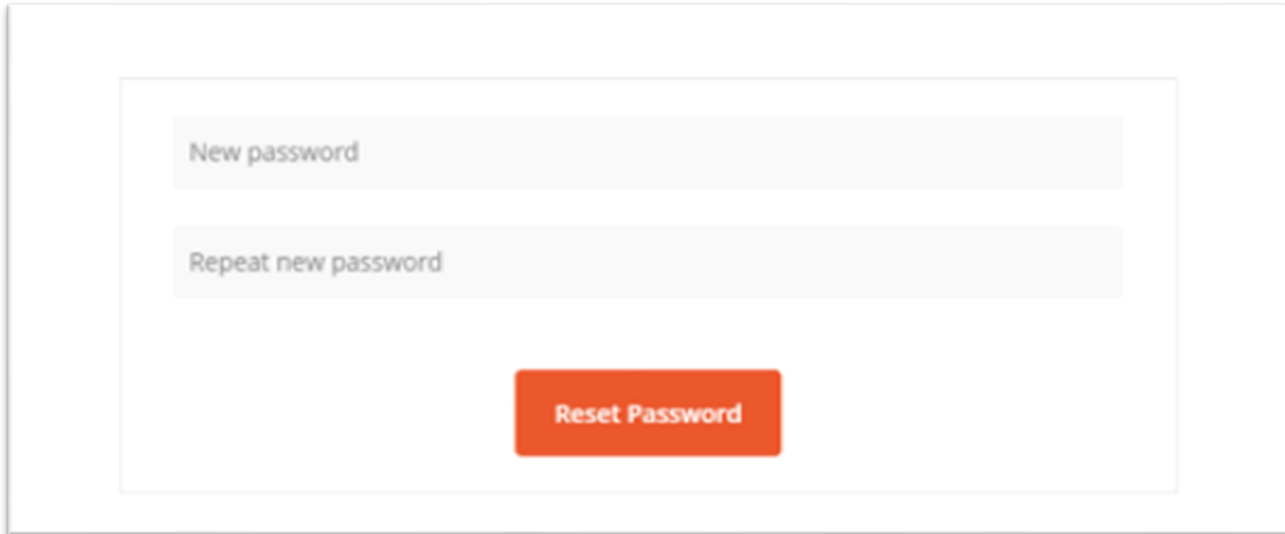
Once you click Reset Password, this screen will appear (*shown below*). Check your email* for your reset link from WordPress. *Email from WordPress, remember to check your spam folder and flag it as a “safe” email.



This screenshot shows a login screen with a red header bar that reads "Check your email for a link to reset your password." Below the header are two text input fields: "Email or Username" and "Password". At the bottom left is an orange "Login" button, and at the bottom right is a "Forgot Password?" link in orange text.

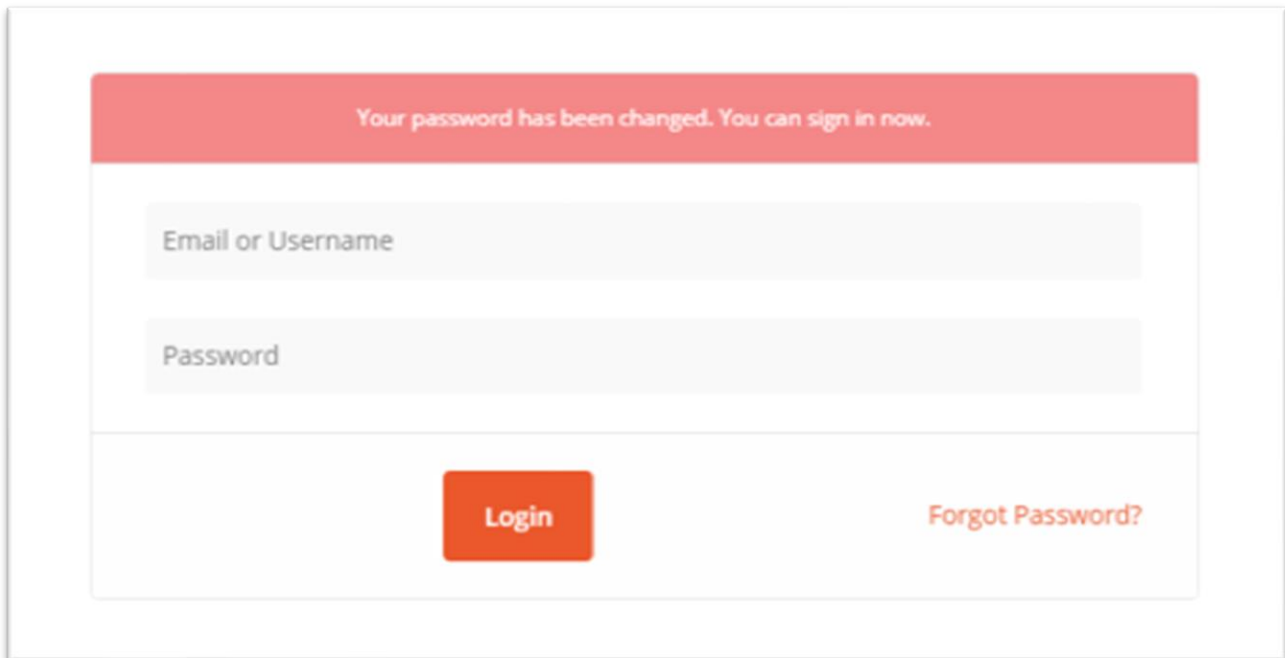
STEP 3: Finalize your Password

Click on the link provided in the email and you will see this box (*shown below*). Enter your password and click on “Reset Password”.



A screenshot of a password reset form. It features two text input fields: the top one is labeled "New password" and the bottom one is labeled "Repeat new password". Below these fields is a prominent orange button with the text "Reset Password" in white.

Once you reset your password, you will see the box (*shown below*) confirming your password change. You now can log into your NAWBO account by entering your email address and new password.

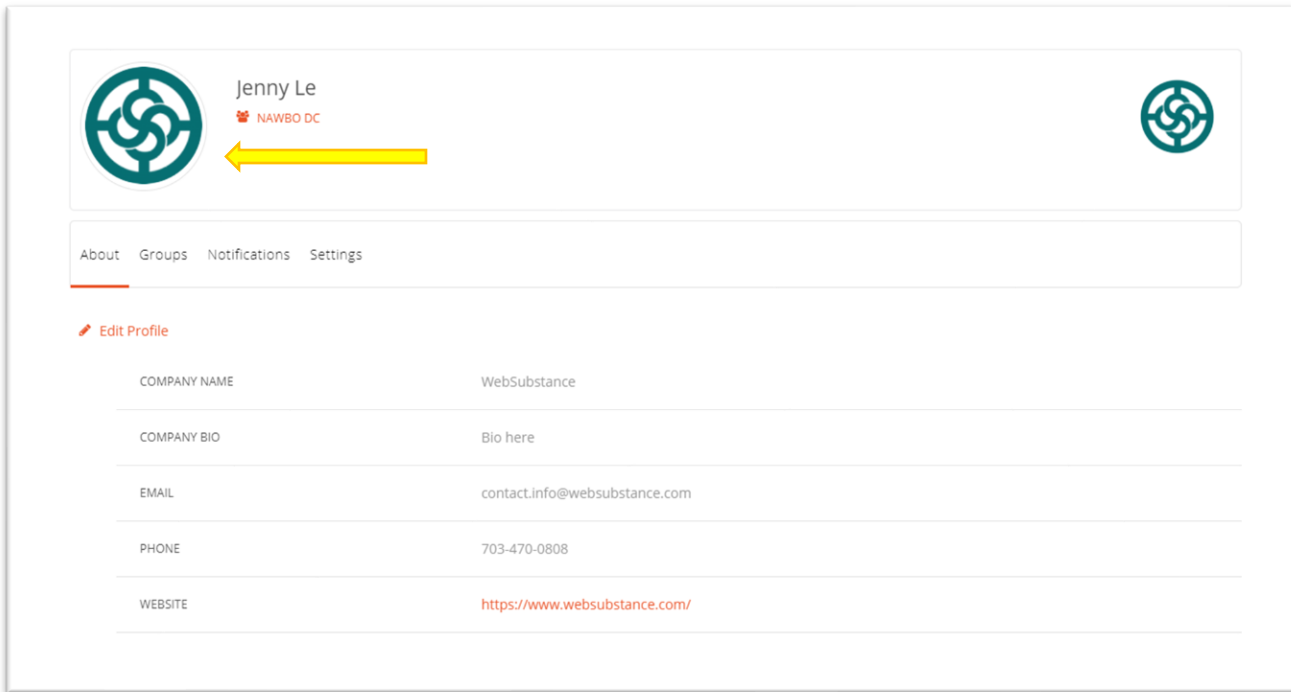


A screenshot of a login form. At the top, a red banner contains the message "Your password has been changed. You can sign in now." Below this are two text input fields: "Email or Username" and "Password". At the bottom, there is an orange "Login" button and a link labeled "Forgot Password?" in orange text.

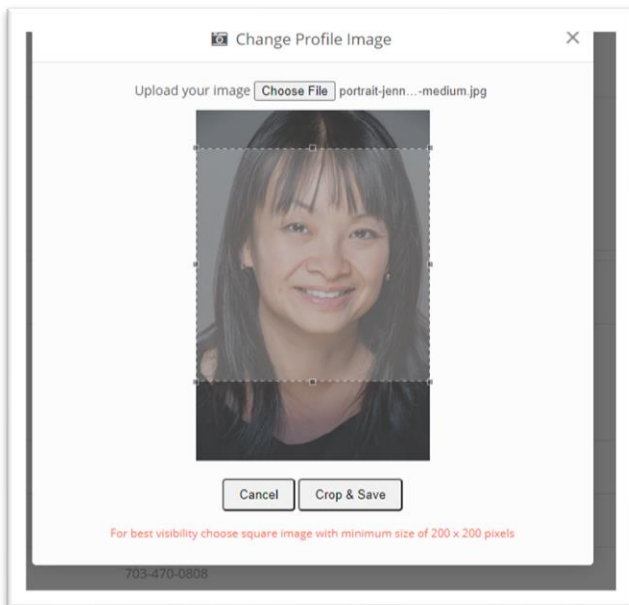
STEP 4: Create Your Profile

Log in and you will arrive at your profile page.

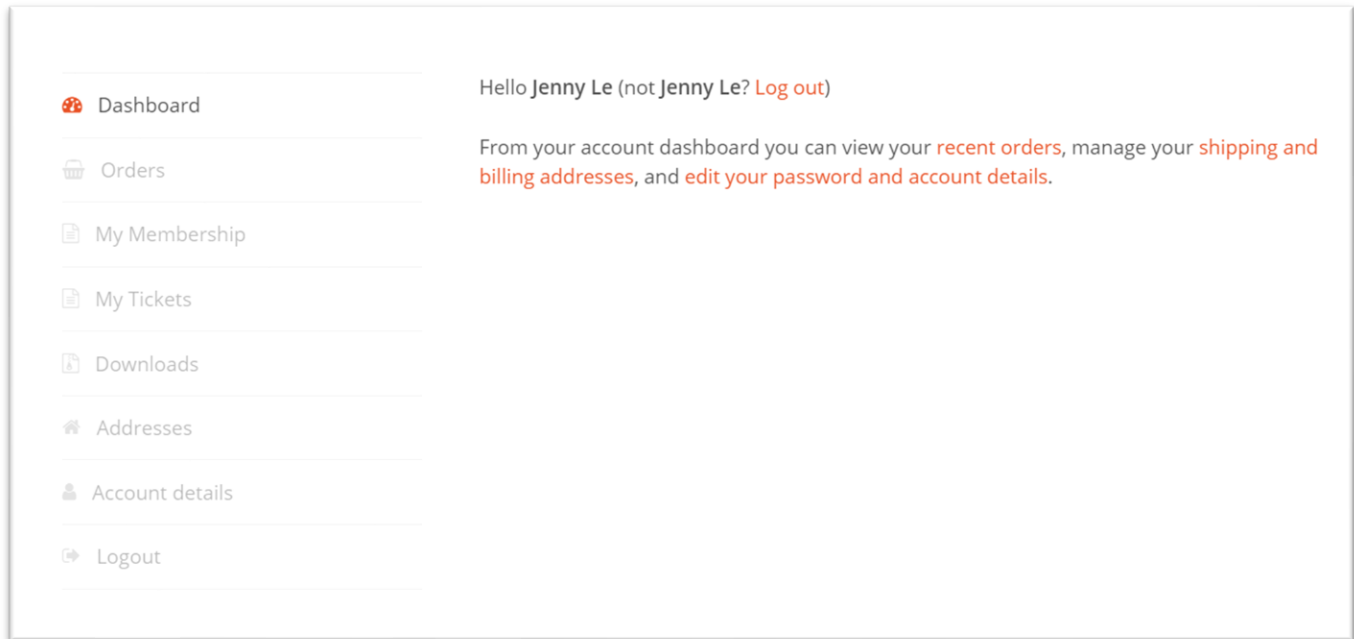
To add your portrait, click on the logo to the left of your name (*see yellow arrow below*).



Click on “Change Image” and upload your portrait. (*Image: minimum size is 200 by 200 pixels.*) Adjust your image and click the “Crop & Save” button.



The next time you log into your account, you will see this window (*shown below*).



STEP 5: Log Out

To log out of the NAWBODC website, click on the woman's head icon on the top right of your page. Click on "Log Out."

Thank you for completing your NAWBODC profile. We are glad to have you as a member!

If you have questions or forgot the email you used to register on NAWBO.org, please contact Jenny Le at Jenny@websubstance.com or 703.470.0808.