

- 1. In your web browser type in **fccny.org** to go to our secure site.
- 2. Once the page has loaded, in the Upper Right, click the **profile icon**.
 - a. Please note if you have never logged into the new website as of 2015, the password from the old site does not work. Please click "Forgot password".
 - b. If you forgot your password click "Forgot password".
 - c. You will be prompted to enter your email.
 - d. The system will send you an email with a link to reset.
- 3. Once logged in, click the profile icon again and "View profile".
- 4. Once on your Profile page, among other things, you can:
 - a. **Edit Profile** ie: update your email. It is important that you keep an up to date email as that is our primary means of communication with you. You can also update your mailing address and phone number.
 - b. **Renew** your membership.
 - c. **Add members** ie: your children. This helps us determine what types of age appropriate programs would benefit members.

EDIT PROFILE My directory profile		
	Profile Privacy Email subscriptions Memb	er photo albums My event registrations Invoices and payments
	MEMBERSHIP DETAILS	
		Family - \$45.00 (USD) <u>Change</u> Bundle (unlimited) Bubscription period: 1 year No recurring payments
	Membership status	Active
	Member since	01 Nov 2017
	Renewal due on	22 Jan 2019
		RENEW TO 22 JAN 2020
	BUNDLE SUMMARY	
	Used so far	

If you are still having difficulties logging in, renewing your membership, or registering for an event – please let **lisagibson@fccny.org** know you have already tried these steps.

A
Email Password Remember me LOGIN
Forgot password
a
Jane Doe
View profile Change password Log out