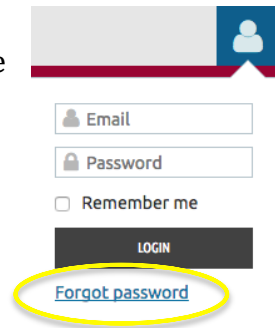


1. In your web browser type in **fccny.org** to go to our secure site.
2. Once the page has loaded, in the Upper Right, click the **profile icon**.

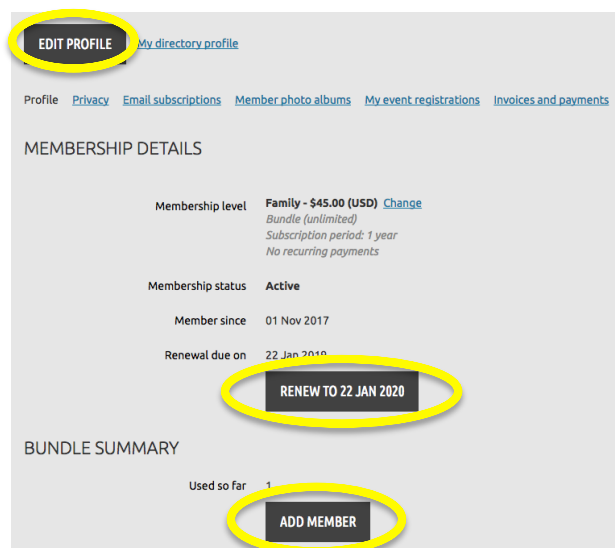
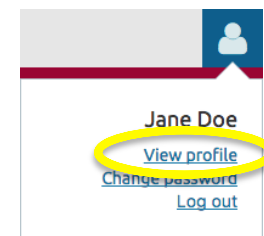
- a. Please note if you have never logged into the new website as of 2015, the password from the old site does not work. Please click “Forgot password”.
- b. If you forgot your password click “Forgot password”.
- c. You will be prompted to enter your email.
- d. The system will send you an email with 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.



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.