New Web Portal

First Time Login Instructions

1. **Ctrl+Click** on the link below, or type it into your browser:

   http://www.explorethevillage.com/members

2. Click the word **Login** at the top of the screen:

   ![Login Button](image)

3. Enter your **member number** as the **Username** and use **12345678** for the **Password**:

   ![Login Form](image)

   **ATTENTION: First Time Logins**
   Please login with your member number and provided default password.
   You will be instructed to update your email address and change your password.

   ![Login Form](image)
4. Now set up your web account and set up a new secure password:

   A) Click on your name at the top of the page:

   B) Or, click on Member Tools, then click on My Profile:

5. Click on the Edit Profile button:
6. The first thing you must do is enter your **name and email address**, then click the **Update** button under Account Information. **TIP:** The email address you enter here is the one that will be used to send you a reset link if you forget your password.

7. To change your password, type in the current password (12345678), then enter a new password and retype the new password to confirm it, then click ‘Change Password’ button: