

UELAC Login and Membership Renewal Procedures

1. If a current member of the Branch logging in for the first time, Go to UELAC.ca and enter your e-mail address then click “set up your account.” Further down the page is a detailed instruction for members logging in for the first time. Follow the procedures carefully.
2. If you get an error message, check to ensure you have entered the address correctly. If it is correct call Bob Rogers and he will ensure Dominion has the correct email address.
3. If it is correct, click on “Get new password.”
4. You will receive an email from WordPress with a link in it.
5. Click on the link.
6. A page will show in your browser. In the “new password” box a password will show
7. If you like it record it as your new password. If you do not like it, delete it and enter your own and press “reset Password.” In either case record the password chosen for future use.
8. Click on “Log In” and enter your email address and password.
9. This will bring you to the “My Account” page.

My Account Page

- a) This page shows your basic contact information. To change any of this information, on the right side click on “Edit Profile,” make changes, and save.
- b) You can also change your password here as well.

Member Dashboard

1. On the right of the My Accounts Page click on “Member Dashboard.”
2. This page shows your Branch membership, membership type, fees and payments made for memberships.
3. On the far righthand side of membership is a button called “renew now.” Pressing the button brings you to the renewal page where you can renew your membership on-line. **NOTE:** If you are going to change membership type (i.e. family to single or single to family) do not use this procedure but fill out the membership form as in the past.
4. Make your choices then click “confirm payment” at the bottom of the page.
5. If you have a problem or wish to renew the old way, please fill out a membership form and send with cheque to Earle Fladager at the address on the form.
6. **NOTE:** If you were registered for only half a year, please follow the procedures in 5 above and fill out a registration form as the system does not yet recognize the half year memberships.
7. **NOTE:** If you are not registered by 31 December, your name will be deleted from the Dominion database. We will retain the information however we will have to register you again as a new member.