

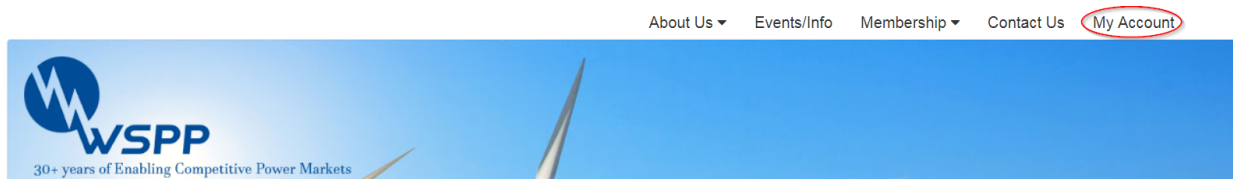
WSPP New Website Initial Log In / Account Set Up Instructions

If you are a current WSPP member representative, use **Instructions A** to establish your new password. If you are an employee of a WSPP member organization but not a current WSPP member representative, go to **Instructions B**.

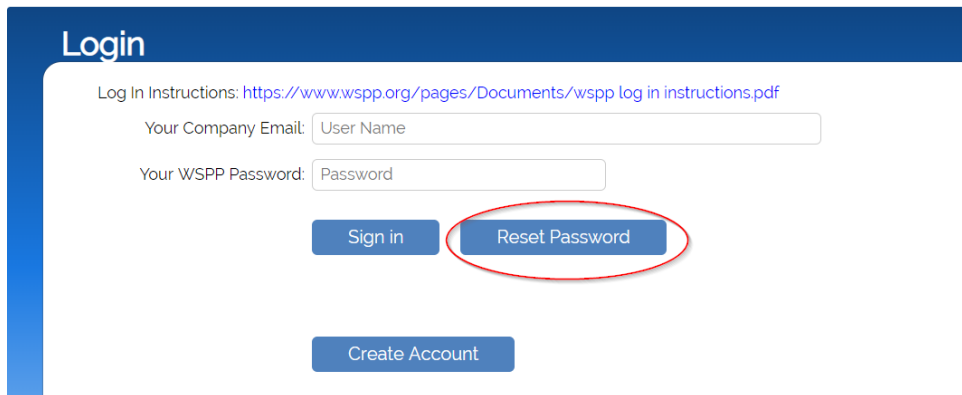
INSTRUCTIONS A: (current WSPP representative)

In order to access the secure area of the new WSPP website, you will first need to establish your password.

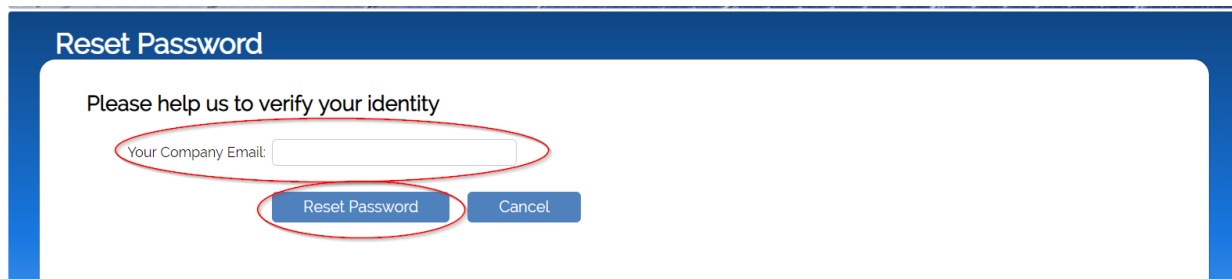
From the WSPP.org web site homepage, click the **My Account** tab:



You will be taken to the log in page. Click on the Reset Password button. You will be taken to the Reset Password page:

A screenshot of the WSPP Login page. The page has a blue header with the word "Login" in white. Below the header, there is a link for "Log In Instructions" pointing to a PDF document. There are two input fields: "Your Company Email:" with "User Name" entered, and "Your WSPP Password:" with "Password" entered. Below these fields are three buttons: "Sign in", "Reset Password" (circled in red), and "Create Account".

Enter your company-related email that is associated with your representative information and click on the Reset Password button:

A screenshot of the WSPP Reset Password page. The page has a blue header with the text "Reset Password". Below the header, there is a heading "Please help us to verify your identity". There is one input field labeled "Your Company Email:" which is circled in red. Below the input field are two buttons: "Reset Password" (circled in red) and "Cancel".

The system will respond with the Thank You web page and instructions.

Reset Password

Thank you

We have looked up your account and a email will be sent to you so that you can reset your password.

If you have any questions please [contact us](#).

You will receive an email similar to the email below with a link provided to establish your password. Please note, this link is only good for 2 hours.

www.wspp.org

A password reset has been requested

Hello _____, we received a request to reset your password and we can help!

Please follow the link below to reset your password.

[<Reset My Password>](#)

This request link will be ~~gygloble~~ for the next 2 hours

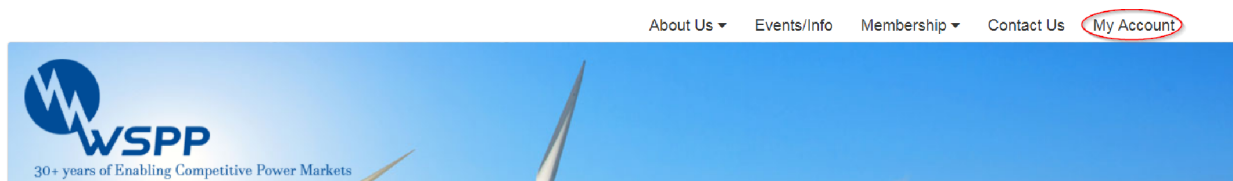
This request came from a user from IP address [_____] and we hope this comes as no surprise! However, if you didn't make this request, be sure to [contact us](#) immediately and we'll get to the bottom of it.

Thanks!

Please do not reply, this is an automated email.

INSTRUCTIONS B: (not a current WSPP representative)

From the WSPP.org web site homepage, click the **My Account** tab:



You will be taken to the login web page. Click on the Create Account button. You will be taken to the Create Account web page:

The image shows the "Create Account" web page. At the top, there is a blue header with the text "Create Account". Below the header, the text "Welcome new user" is displayed. A note states: "This is for member organization employees only. If you have a question, [contact us](#)". There are two input fields for "Your Name": "First" and "Last". Below these is a single input field for "Your Company Email: Email". At the bottom, there are two buttons: "Create Account" (circled in red) and "Cancel".

On the Create Account web page, you will enter your First and Last Name and your company email. Click the Create Account button.

The image shows the "Login" web page. At the top, there is a blue header with the text "Login". Below the header, there is a link for "Log In Instructions" with the URL https://www.wspp.org/pages/Documents/wspp_log_in_instructions.pdf. There are two input fields: "Your Company Email: User Name" and "Your WSPP Password: Password". Below these fields are two buttons: "Sign in" and "Reset Password". At the bottom, there is a "Create Account" button.

The system will respond with the Thank You web page and instructions.

The image shows the "Create Account" Thank You web page. At the top, there is a blue header with the text "Create Account". Below the header, the text reads: "Thank you for signing up, an email was sent with instructions on how to activate your WSPP account."

You will receive an email similar to the email below with a link provided to establish your password.
Please note, this link is only good for 2 hours.

www.WSPP.org

Dear _____,

A new WSPP User Account was requested for ' _____@_____org'

Please use the following link to confirm your new account and to set your password.

[Confirm My Account](#)

Thanks!

Please do not reply to this automated email