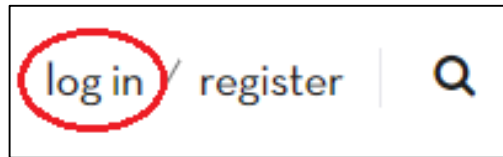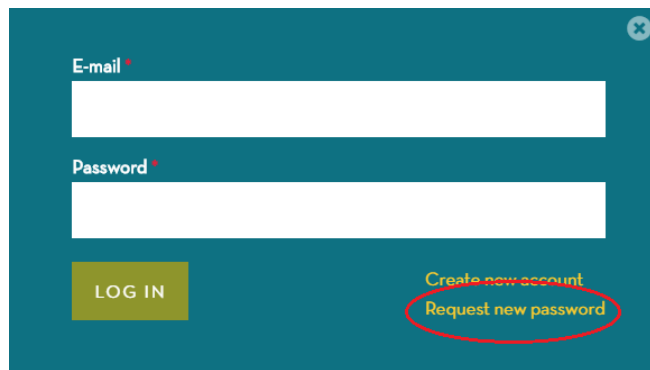**First Time Log in Instructions for philanthropycolorado.org**
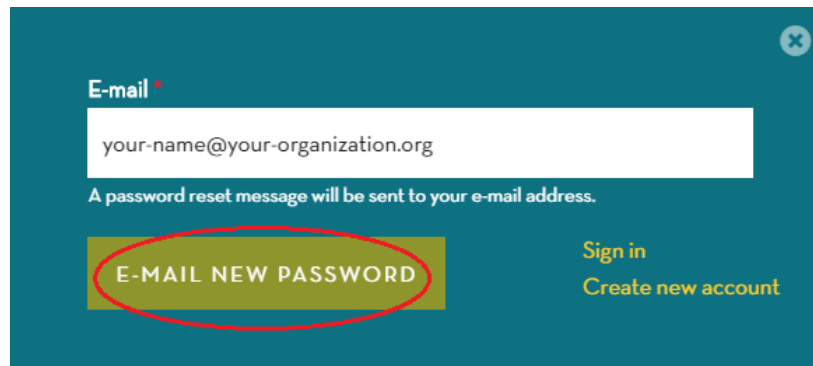
At the top right-hand corner of the homepage, click the "log in" link.

A dialogue box will pop up. From the dialogue box, select the "Request new password" link in yellow at the bottom right.
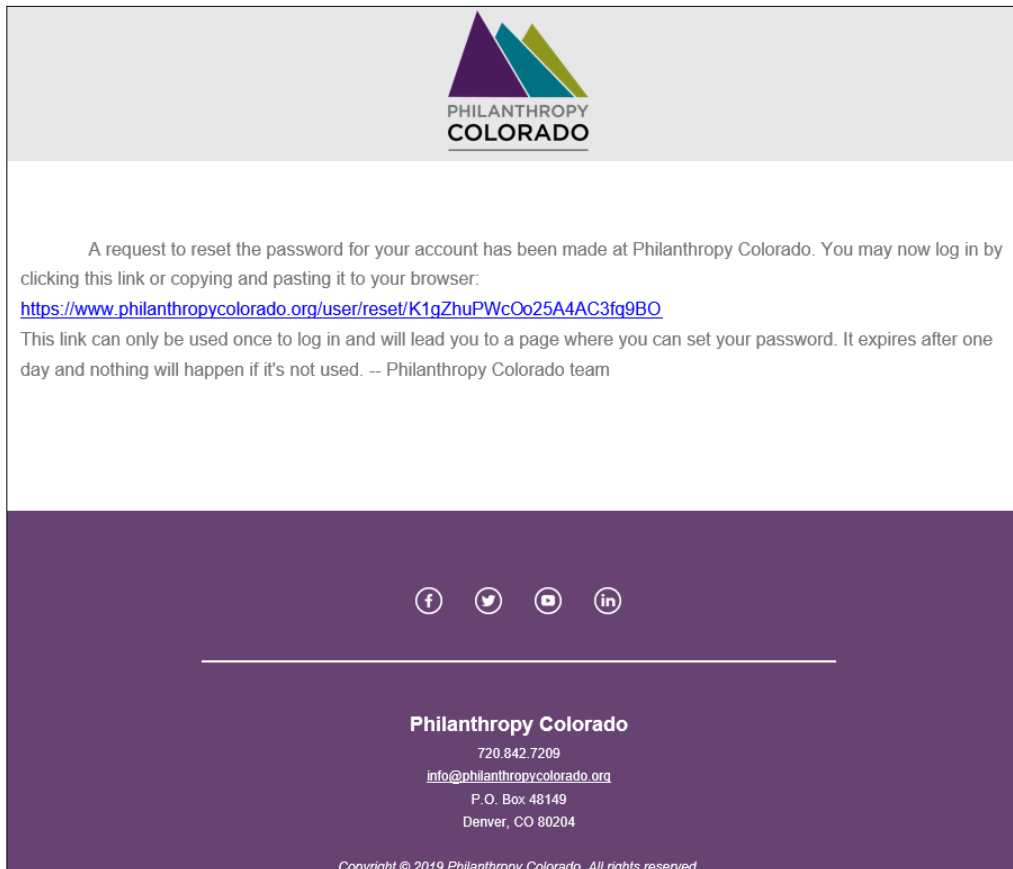

Enter your email address. This should be your work email- our website validates your membership via your organization's domain. Hit the "E-mail new password" button.
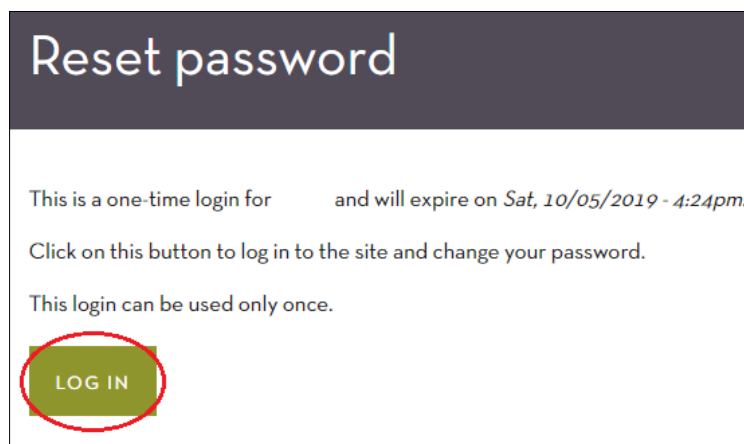

You should see a red dialogue box at the top of the screen that says "Further instructions have been sent to your e-mail address." ***If you do not see this notice, please see below instructions on creating a new account on page 4***

You should receive an email from Philanthropy Colorado within a few minutes. The email will contain a password reset link.

A request to reset the password for your account has been made at Philanthropy Colorado. You may now log in by clicking this link or copying and pasting it to your browser:

https://www.philanthropycolorado.org/user/reset/K1gZhuPWcOo25A4AC3fg9BO

This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used. -- Philanthropy Colorado team

Philanthropy Colorado
720.842.7209
info@philanthropycolorado.org
P.O. Box 48149
Denver, CO 80204

Clicking this link will bring you to a Reset password page on our website. On this page, click the green "log in" button.

Reset password

This is a one-time login for   and will expire on *Sat, 10/05/2019 - 4:24pm*.

Click on this button to log in to the site and change your password.

This login can be used only once.

LOG IN

You will be brought to a page where you can enter your new password, as well as update your information. You can choose to include as much or as little information here as you'd like. When you're done, click the green "Save" button at the bottom of the page.

Password

Password strength: _____

⇐ Enter your new password here

Confirm password

⇐

To change the current user password, enter the new password in both fields.

SAVE

The page will refresh, and you will see a grey box at the top saying: "The changes have been saved."
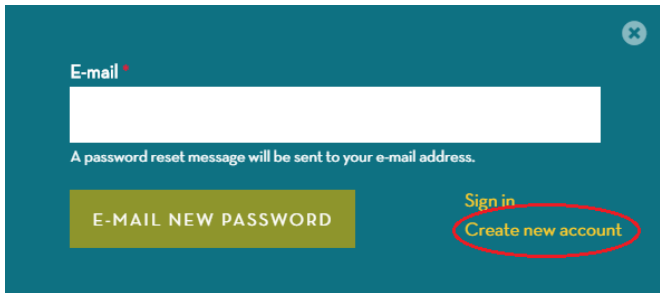
• The changes have been saved.

And you're done! Now you are logged into our website and can register for events and access member-only resources.

Creating a new account:

If you attempted the above log in technique and received the message: "*Sorry, <email>@<organization>.org is not recognized as a user name or an e-mail address.*", you will need to create a new account.

From the dialogue box, please click the "Create new account" link in yellow. You can also click the "register" link at the top right-hand corner of our homepage).
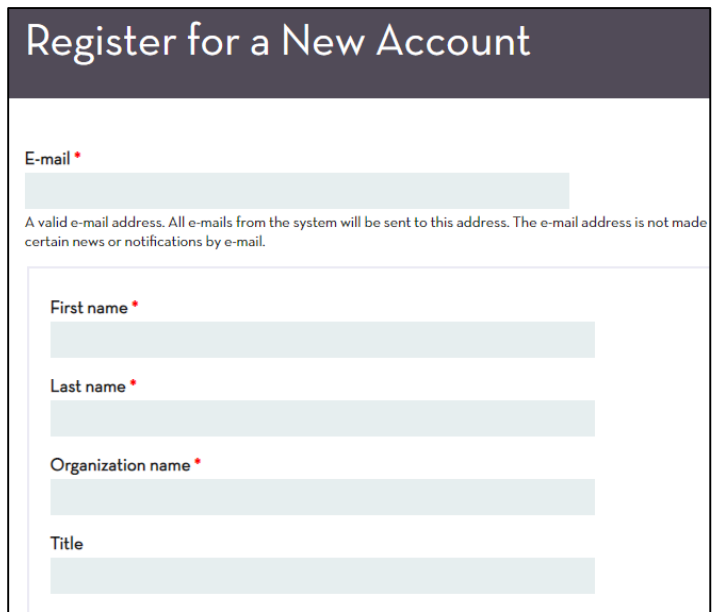

Your will be brought to a "Register for a new account page". Fill in your details, then hit the green "Create new Account" button at the bottom of the page.

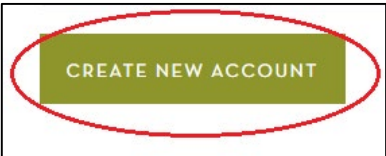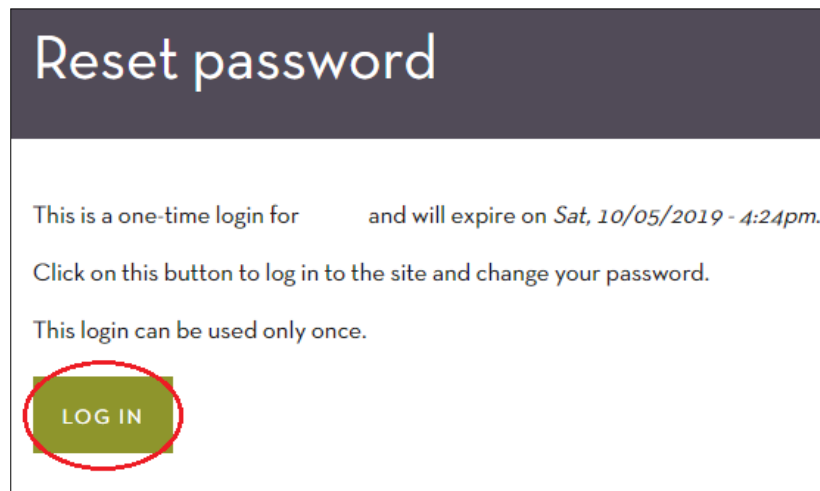You will receive an email from us with the subject: "Account details for <Name> at Philanthropy Colorado". Click the link in this email.
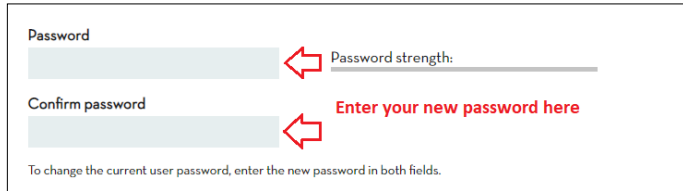

On the page that pops up, click the green "log in" button.

PHILANTHROPY
COLORADO

You will be brought to a page where you can enter your new password, as well as update your information. You can choose to include as much or as little information here as you'd like. When you're done, click the green "Save" button at the bottom of the page.

Password

Password strength:

Confirm password

Enter your new password here

To change the current user password, enter the new password in both fields.

SAVE

The page will refresh, and you will see a grey box at the top saying: "The changes have been saved."

• The changes have been saved.

And you're done! Now you are logged into our website and can register for events and access member-only resources.