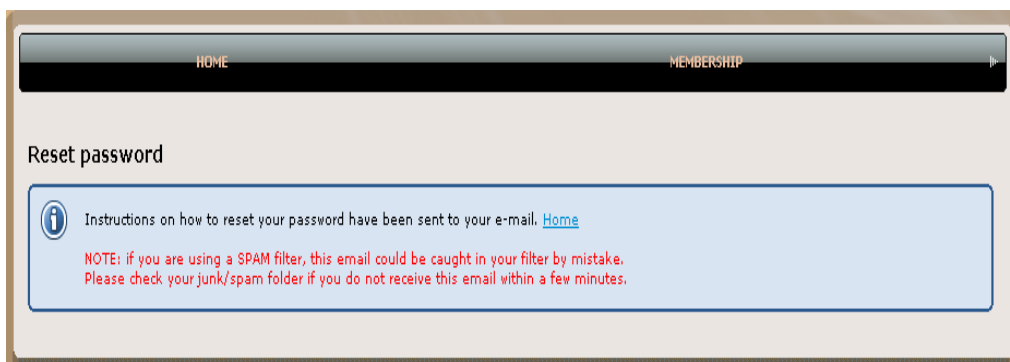
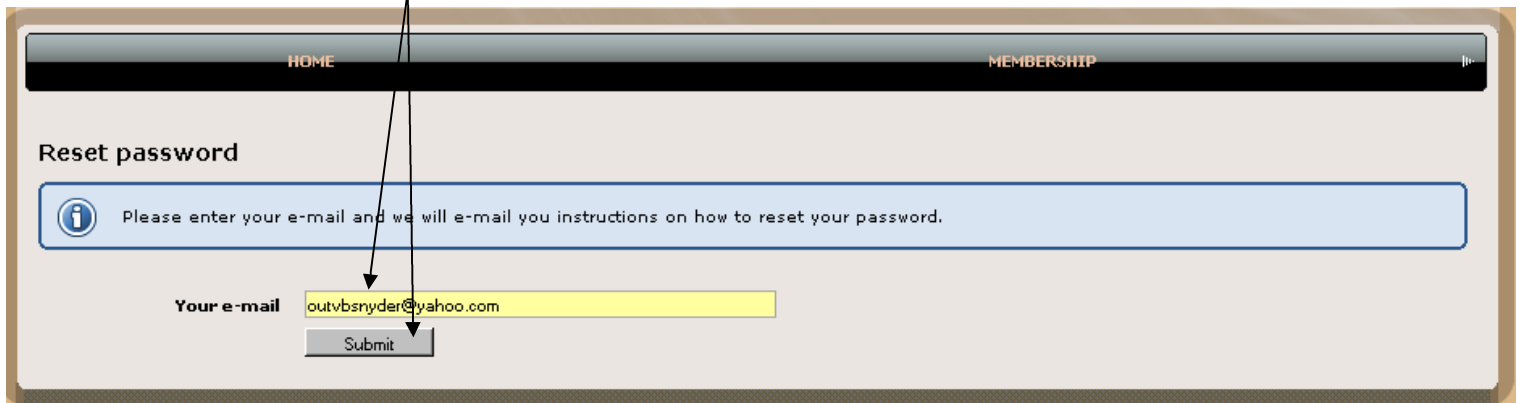


# Setting your Password For the First Time and Renewal Membership Steps

NALTA's new online membership service will allow you to renew your own membership in "real time". We have loaded our membership data into Wild Apricot from our Access database.

In order to enter the membership site, you first set up your password

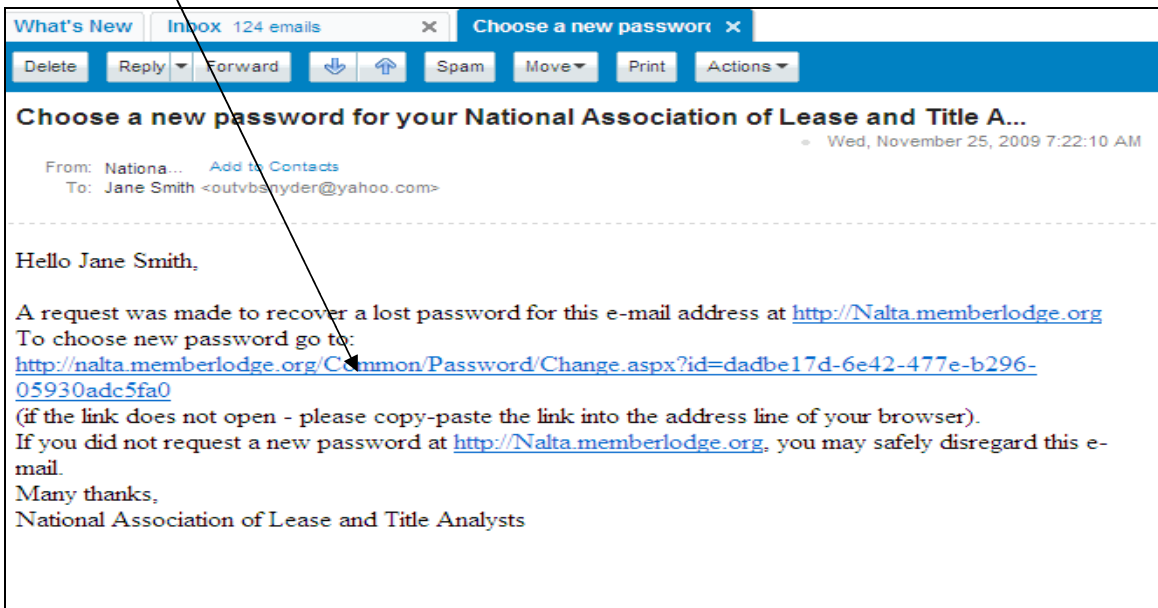
- Step 1 – Login by entering your email address (If you don't remember your email address contact our online – help desk at [helpdesk@nalta.org](mailto:helpdesk@nalta.org) and your current email address on file will be provided to you.)
- Step 2 - Click on Forgot password link
- Step 3 - Enter your email address and click submit



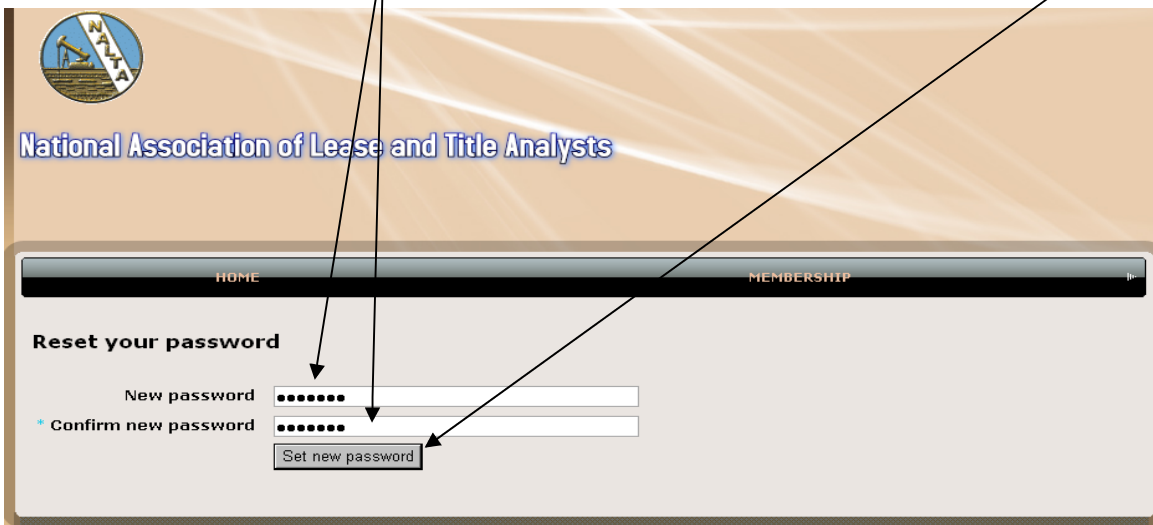
**You will receive an email giving you instructions on how to reset a password. This Email will contain an encrypted one-time link. Please follow the link: you will receive the page where you can set your new password. Please view the sample email on the next page.**

## SAMPLE EMAIL

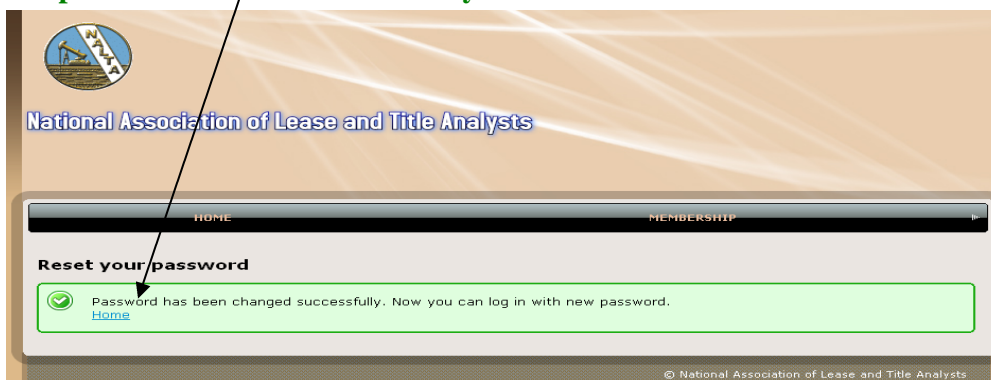
**Step 1 – click on the encrypted link in your message and proceed with Steps 2 and 3**



**Step 2 - Please enter your new password and also under confirm new password and click on set new password. Note: A pop up message will appear stating your password has been changed successfully.**



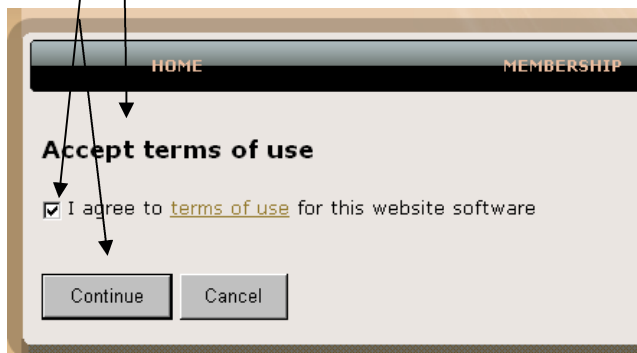
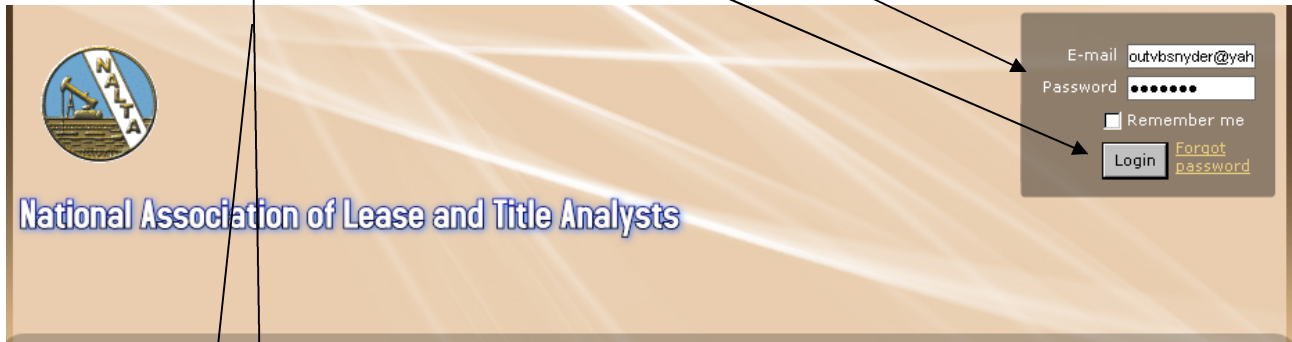
**Step 3 - Please click on Home button and you will automatically return the login area. You are now ready to login with email address and enter your new password to begin your Renewal Membership with NALTA's new on-line system.**



## Renewal Membership Steps

- Step 1 - In order to enter the membership site, log in first by entering your email address
- Step 2 - Enter your password link
- Step 3 - Click on Login

**Note: A pop up message will appear asking you agree to the terms of use of the website software. If you agree please check the box and hit continue. If you do not agree please contact the Corresponding Secretary (Linda Howerton) at [secretary@nalta.org](mailto:secretary@nalta.org) and you will receive a paper membership form.**

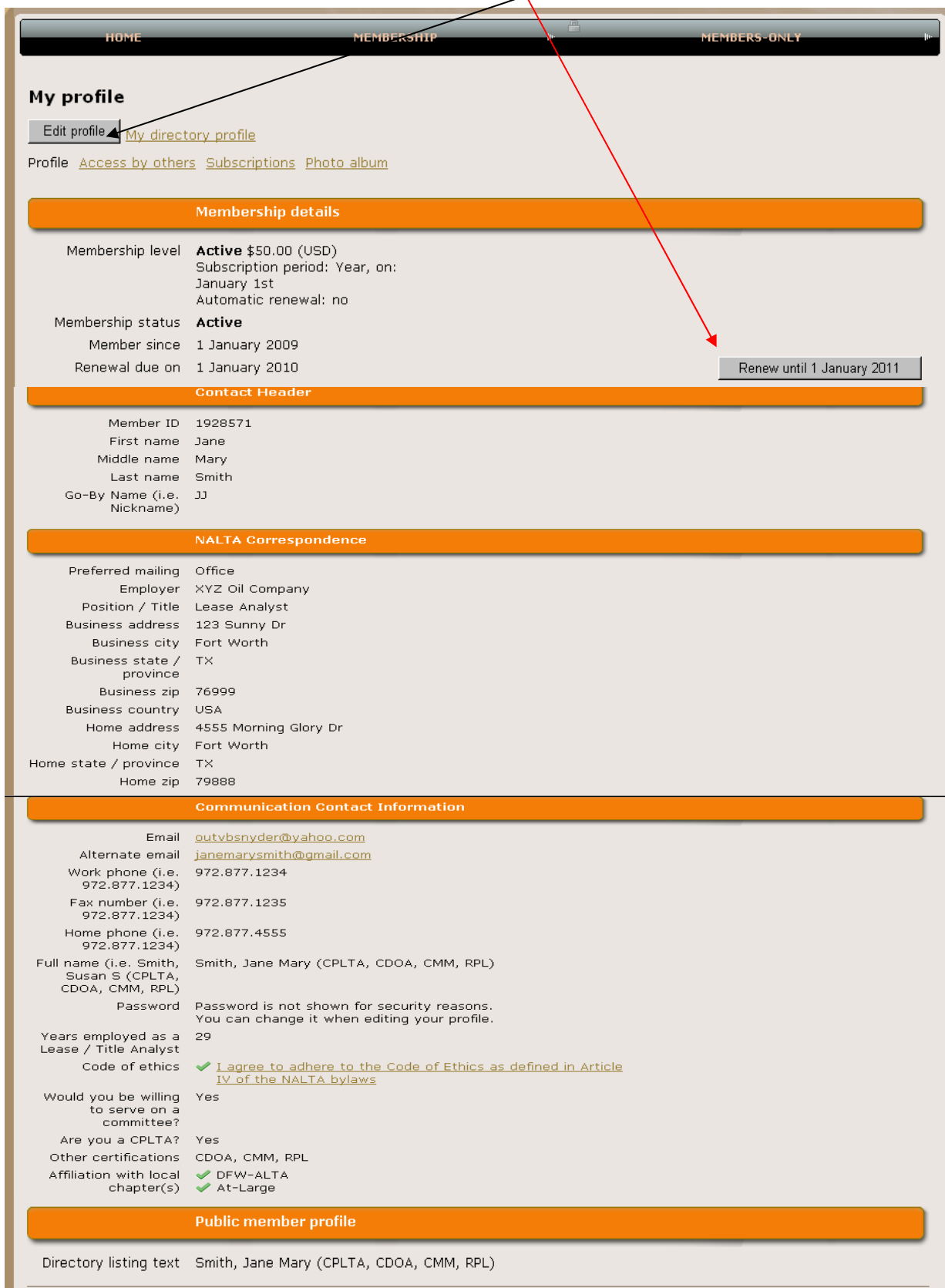


Click on the **View profile** link, the page **My Profile** will open and allow you to review your information. See next page.



# This is your My Profile Page

Step 1 – Please review your data shown and click the Renewal Button if you wish to renew your membership. If you wish to update your data please click the Edit Profile Button and continue to update your data. (You will be given this option again see page 5 **you only need to update once**)



The screenshot shows a web interface for a membership profile. At the top, there are navigation links: HOME, MEMBERSHIP, and MEMBERS-ONLY. Below this is the 'My profile' section, which includes an 'Edit profile' button and a link to 'My directory profile'. Underneath, there are links for 'Access by others', 'Subscriptions', and 'Photo album'. The main content is organized into several sections, each with an orange header bar:

- Membership details:** Shows membership level as 'Active \$50.00 (USD)', subscription period as 'Year, on: January 1st', and automatic renewal as 'no'. Membership status is 'Active', member since '1 January 2009', and renewal due on '1 January 2010'. A button labeled 'Renew until 1 January 2011' is located to the right of the renewal date.
- Contact Header:** Lists member ID '1928571', first name 'Jane', middle name 'Mary', last name 'Smith', and go-by name 'JJ'.
- NALTA Correspondence:** Provides mailing information including office address '123 Sunny Dr, Fort Worth, TX 76999, USA' and home address '4555 Morning Glory Dr, Fort Worth, TX 79888'.
- Communication Contact Information:** Lists email addresses, work and home phone numbers, and full name 'Smith, Jane Mary (CPLTA, CDOA, CMM, RPL)'. It also includes a password field, years employed (29), and a code of ethics agreement.
- Public member profile:** Shows the directory listing text as 'Smith, Jane Mary (CPLTA, CDOA, CMM, RPL)'.

This brings up the Membership Renewal page which will ask if you would like to update your profile prior to renewal. If yes, then page 4 is displayed after clicking NEXT. If no, page 5 will appear.

Member **Jane Smith**  
Renewal until **1 January 2011**  
Price **\$50.00 (USD)**

**Membership renewal: Check your data**

Member details \* Mandatory fields

Member **Jane Smith**  
Membership level **Active** \$50.00 (USD)  
Subscription period: Year, on: January 1st  
Automatic renewal: no

Status **Active**  
Member since **1 January 2009**  
Renew until **1 January 2011**

Your profile

\* **Would you like to update your profile prior to renewal?**  Yes  No

[Cancel](#) **Next**

This brings up the Membership Renewal page which will ask if you would like to update your profile prior to renewal. If yes, then page 7 is displayed after clicking NEXT. If no, page 8 will appear.

Member **Jane Smith**  
Renewal until **1 January 2011**  
Price **\$50.00 (USD)**

**Membership renewal: Check your data**

Member details \* Mandatory fields

Member **Jane Smith**  
Membership level **Active** \$50.00 (USD)  
Subscription period: Year, on: January 1st  
Automatic renewal: no

Status Active  
Member since 1 January 2009  
Renew until **1 January 2011**

Your profile

\* **Would you like to update your profile prior to renewal?**  Yes  No

[Cancel](#) **Next**

This is the same profile page as was viewed previously as **My Profile**. Once changes are completed click Next and proceed to page 8.

Member **Jane Smith**  
Renewal until **1 January 2011**  
Price **\$50.00 (USD)**

**Membership renewal: Please review and update your member profile**

Your profile \* Mandatory fields

**Contact Header**

**First name**   
**Middle name**   
**Last name**   
**Go-By Name (i.e. Nickname)**

**NALTA correspondence**

**Preferred mailing**   
**Employer**   
**Position / Title**   
**Business address**   
**Business city**   
**Business state / province**   
**Business zip**   
**Business country**   
**Home address**   
**Home city**   
**Home state / province**   
**Home zip**   
**Home country**

**Communication Contact Information**

**Email**   
Alternate email   
**Work phone (i.e. 972.877.1234)**   
Fax number (i.e. 972.877.1234)   
**Home phone (i.e. 972.877.1234)**   
Full name (i.e. Smith, Susan S (CPLTA, CDOA, CMM, RPL))   
Password   
Leave blank to keep current password

**Years employed as a Lease / Title Analyst**   
**Code of ethics**  [I agree to adhere to the Code of Ethics as defined in Article IV of the NALTA bylaws](#)  
**Would you be willing to serve on a committee?**  Yes  No  
**Are you a CPLTA?**  Yes  No

Other certifications   
**Affiliation with local chapter(s)**  
 ALTA  
 DALTA  
 DFW-ALTA  
 GABALTA  
 OCAPLTA  
 PALTA  
 SALTA  
 TALTA  
 At-Large

[Cancel](#) [Back](#) **Next**


Once you have completed the above steps, simply click the confirm button to complete the renewal process which will display page 6 below.

Note: There are two places **to CONFIRM** or **go BACK**; **you only need to click on one**

The screenshot shows a web interface for membership renewal. At the top, there is a navigation bar with 'HOME', 'MEMBERSHIP', and 'MEMBERS-ONLY'. Below this is an orange summary box containing: Member Jane Smith, Renewal until 1 January 2011, and Price \$50.00 (USD). A yellow warning box states 'Please press Confirm to proceed.' Below this are two buttons: 'Back' and 'Confirm'. The main content area is divided into sections: 'Payment' (Renewal until 1 January 2011, Total renewal price \$50.00 (USD), Payment method Manual), 'Payment instructions' (Please send check with copy of this email invoice to: National Association of Lease and Title Analysts, Attention: Linda Howerton, Corresponding Secretary, 2010 NALTA Membership, PO Box 2605, Houston, TX 77252), 'Member details' (Member Jane Smith, Membership level Active \$50.00 (USD), Subscription period: Year, on: January 1st, Automatic renewal: no, Status Active, Member since 1 January 2009), and 'Your profile' (Update profile? Yes (you will be able to edit your profile at any time using View profile link)). At the bottom, there are 'Cancel', 'Back', and 'Confirm' buttons. Arrows from the text above point to the 'Back' and 'Confirm' buttons in both the yellow warning box and the bottom navigation area.

This page is similar to the new member page with the exception that you are a member and therefore have member privileges. If the member clicks on Go to profile Button now or logs back in later and views profile they will see page 10 below.

**Member renewal : Status**

 Thank you for submitting your renewal. It will be finalized upon receipt of your payment. Below are your renewal details and payment instructions - you may wish to [print](#) this page.

---

Payment

Renewal until	<b>1 January 2011</b>
Total renewal price	<b>\$50.00 (USD)</b>
Payment method	<b>Manual</b>

---

Payment instructions

Please send check with copy of this email invoice to:

National Association of Lease and Title Analysts  
Attention: Linda Howerton, Corresponding Secretary  
2010 NALTA Membership  
PO Box 2605  
Houston, TX 77252

---

Member details

Please send check with copy of this email invoice to:

National Association of Lease and Title Analysts  
Attention: Linda Howerton, Corresponding Secretary  
2010 NALTA Membership  
PO Box 2605  
Houston, TX 77252

---

Member details

Member	<b>Jane Smith</b>
Membership level	<b>Active \$50.00 (USD)</b> Subscription period: Year, on: January 1st Automatic renewal: no
Status	Pending - Renewal
Member since	1 January 2009

---

Your profile

Update profile?	Yes (you will be able to edit your profile at any time using <i>View profile link</i> )
-----------------	--

---

[Go to profile](#)

Notice that anyone has the option to cancel their renewal. If clicked this window will pop up asking if you are sure you want to cancel, If you click on yes cancel you will return to page 2 above and again have the option to renew.

**My profile**

[Edit profile](#) [My directory profile](#)

Profile [Access by others](#) [Subscriptions](#) [Photo album](#)

---

**Membership details**

Membership level **Active** \$50.00 (USD)  
 Subscription period: Year, on: January 1st  
 Automatic renewal: no

Membership status

Membership renewal is initiated. Payment is pending.  
 (you will be able to renew again afterwards)

Member since 1 January 2009  
 Renewal due on 1 January 2010

---

**Contact Header**

Member ID 1928571  
 First name Jane  
 Middle name Mary  
 Last name Smith  
 Go-By Name (i.e. Nickname) JJ

---

**NALTA Correspondence**

Preferred mailing Office  
 Employer XYZ Oil Company  
 Position / Title Lease Analyst  
 Business address 123 Sunny Dr  
 Business city Fort Worth  
 Business state / province TX  
 Business zip 76999  
 Business country USA  
 Home address 4555 Morning Glory Dr  
 Home city Fort Worth  
 Home state / province TX  
 Home zip 79888  
 Home country USA

---

**Communication Contact Information**

Email [outvbsnyder@yahoo.com](mailto:outvbsnyder@yahoo.com)  
 Alternate email [janemarysmith@gmail.com](mailto:janemarysmith@gmail.com)  
 Work phone (i.e. 972.877.1234) 972.877.1234  
 Fax number (i.e. 972.877.1234) 972.877.1235  
 Home phone (i.e. 972.877.1234) 972.877.4555  
 Full name (i.e. Smith, Susan S (CPLTA, CDOA, CMM, RPL) Smith, Jane Mary (CPLTA, CDOA, CMM, RPL)  
 Password Password is not shown for security reasons. You can change it when editing your profile.  
 Years employed as a Lease / Title Analyst 29  
 Code of ethics  I agree to adhere to the Code of Ethics as defined in Article IV of the NALTA bylaws  
 Would you be willing to serve on a committee? Yes  
 Are you a CPLTA? Yes  
 Other certifications CDOA, CMM, RPI  
 Affiliation with local chapter(s)  DFW-ALTA  At-Large

---

**Public member profile**

Directory listing text Smith, Jane Mary (CPLTA, CDOA, CMM, RPL)

HOME MEMBERSHIP MEMBERS-ONLY

**RENEWAL CANCELLATION**  
 Click  to cancel pending renewal (you will be able to try renewing again afterwards).

© National Association of Lease and Title Analysts  
Powered by Wild Account - website software with integrated membership management, fundraising and event registration for associations, clubs, and nonprofits.

HOME MEMBERSHIP MEMBERS-ONLY

**My profile**

Membership renewal canceled

[Edit profile](#) [My directory profile](#)

Profile [Access by others](#) [Subscriptions](#) [Photo album](#)

---

**Membership details**

Membership level **Active** \$50.00 (USD)  
 Subscription period: Year, on: January 1st  
 Automatic renewal: no

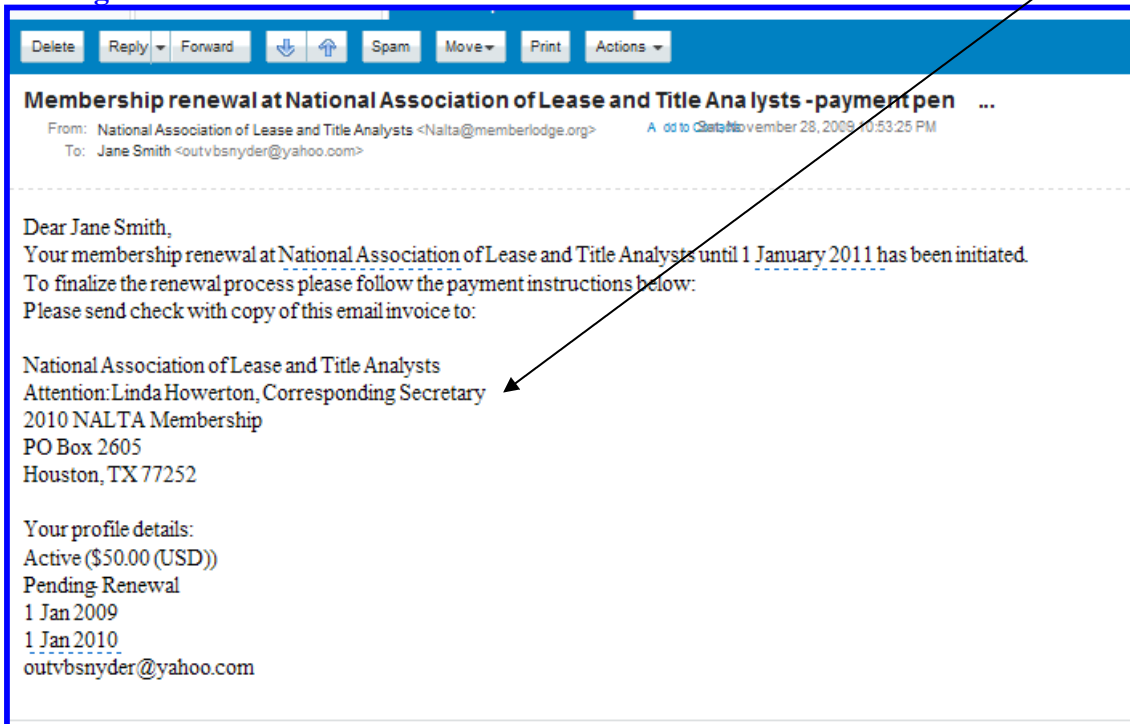
Membership status **Active**  
 Member since 1 January 2008  
 Renewal due on 1 January 2010

Below are emails that will be received automatically when the system has accepted your renewal.

**Print the email invoice, attach to your check and mail to complete your part of the membership registration process.**

When your application and payment have been received and approved you will receive the second email (below) stating your membership has completed successfully.

**SAMPLE EMAIL INVOICE – Please remember to print, attach your check and mail to the following address.**



**SAMPLE EMAIL PAYMENT RECEIPT FROM NALTA stating your membership completed successfully.**

