Creating Your New Account on flnonprofits.org As of June 10, 2024

Florida Nonprofit Alliance is thrilled to announce that we've launched our new website! Same url - <u>https://www.flnonprofits.org/</u> - but a new look and added functionality for your experience!

If you previously had an account on flnonprofits.org, getting logged in with your new account should be simple!

1. Click on Login in the top right corner.



Enter your email address.

Login

Welcome back! To get started, enter your email address below. Email

Continue

2. If your email address is already in our system, you will see the following message:

Login

Welcome back! To get started, enter your email address below. Email

| Davaarapara Aral | | | | |
|------------------|---|--|--|--|
| Try Again | | | | |
| 20 | We found your account, but it doesn't look like you've set a password yet. To continue, click the set password button below and follow the steps. | | | |
| Set Password | | | | |

3. Click on "Set Password".

From the next screen, click on "I'm not a robot", then click send. You will receive an email with a link to reset your password.

Password Reset

Please enter the email address that you used to register, and we'll send you an email with a link to reset your password.

Email

Magnetic CAPTCHA
Phase - Tems

If you still need help, please contact us.

4. Once you have reset your password, you should be able to log in and access all parts of the website! You will also use this account to log into the job board to post jobs. You can access the job board here: https://jobs.flnonprofits.org/.

If you have any trouble, please reach out to Yackie (<u>yfaneyte@flnonprofits.org</u>) or Leah (<u>lmcdermott@flnonprofits.org</u>)

If the system doesn't recognize your email or you have not had an account with FNA in the past, follow these steps instead.

1. If the system doesn't recognize your email, you will see this screen when you try to login:

Login



2. Select "Create Account", or click "Join" from the top right of the website.

You will then see this screen:

| Membership & Account Access | | × |
|--|--|---|
| Is Your Company a Member? If your company is already a member, we invite you to set up an online account to: Update Your Profile Register for Events Receive Legislative Updates View & Pay Invoices Access the Member Directory | Interested in Membership? The members of FNA invite and encourage you to join! By working together, we can achieve our mission to maintain and enhance our industry as a whole. If you are ready to join, click below to get started! | |
| Create an Account | View Membership Information | |
| | | |

3. Click on "Create an Account" and fill out the form. Please make sure your password meets all the requirements listed on the page. Then click "Save and Continue."

| <u>Login Info</u> | Link Organization | Key Info |
|------------------------|-------------------|----------------------|
| EMAIL * | | |
| admin@flnonprofits.org | g | |
| Available email addr | ress | |
| FIRST NAME * | LAST NAME * | |
| I'm the | Admin | |
| PASSWORD * | | ø |
| ••••• | | |
| CONFIRM PASSWORD | • | |
| ••••• | | |
| At least 8 characters | | |
| At least 1 uppercase | letter | |
| At least 1 number | | |
| At least 1 special cha | aracter | |
| Passwords match | | |
| I AGREE TO THE TE | RMS & CONDITIONS | |
| | | Save and Continue |
| | | Save and Continue -> |

4. On the next page, click in the box under Organization, and begin typing the name of your organization. It will populate with the organization name, then press enter to select it.

If you don't have an organization, skip this step by clicking Save and Continue.

If you don't see your organization as an option to link to, please reach out to Yackie at <u>yfaneyte@flnonprofits.org</u> for additional support.

| • | / | | | | |
|--------------|---|--|--|-------------------|---------------|
| Logir | n Info | Link Organization | | Key Info | |
| | Hi I'm the, p Organ | lease let us know u zation you're signi | under which ng up. | h | |
| Orga Type | a nization the name of a Organization and pre | iss enter. | | | |
| Beg | in typing the name of your Orga | nization | | * | |
| If yo | u have no Organization, skip this | s step by clicking Save and Continue. | | | |
| | Can't | find your Organiza | tion? | | |
| | Learn more about membership option | s. Wol | ease reach out. We uld be happy to help | ι. | |
| | Get More Informati | on | Contact Us | | |
| | | | | | |
| | | | | Save and Continue | \rightarrow |

Hi I'm the, please let us know under which Organization you're signing up.

Organization

Type the name of a Organization and press enter.

Florida Nonprofit Alliance

If you have no Organization, skip this step by clicking Save and Continue.

Can't find your Organization?

5. Fill out your Key Info on the following page, including your phone number, job title, and county in which you work (could be the same as where your organization is located, or a different one if you work remotely, for example).

Click "I'm not a robot", then click "Create Account."



I'm the Admin

Great! We have you connected to Florida Nonprofit Alliance. Please provide us with some basic information about you.

| PREFIX | FIRST NAME * | MIDDLE NAME | LAST NAME * | SUFFIX |
|-------------|------------------------------|------------------|-------------|--------------------|
| Prefix | I'm the | Middle | Admin | Suffix |
| ORGANIZ | ATION * | | | |
| Please type | the name of a Organization a | and press enter. | | |
| Florida N | onprofit Alliance | | | - |
| EMAIL * | | | | |
| admin@ | flnonprofits.org | | | |
| PHONE * | | | A | llow International |
| (###)### | #-#### x#### | | | |
| | E * | | |) |
| | | | | |

6. You will then get an email with a code to confirm your account. Enter that code on the webpage.

Confirm Your Account

Please check your email for a code to confirm your email address and activate your account.

| Code | |
|--|----|
| | |
| CONFIRM & LOGIN | |
| | |
| Didn't receive our email? Double check your spam folder and take this opportunity to ac info@finonprofits.org as a trusted sender to make sure our emails don't go to spam. | ld |
| Resend Code | |

7. Once you have confirmed your account, you should be able to log in and access all parts of the website! You will also use this account to log into the job board to post jobs. You can access the job board here: https://jobs.flnonprofits.org/.

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