

## Login Instructions for First Time Users

(Only if you have not previously logged into the membership portion. If you have already logged in, please just sign into the community with your email address and password.)

Click here:

<https://aejmc.users.membersuite.com/home>

Click the shadow photo in the top right corner and click "login."

1. Use your email that is on file with AEJMC as your username.
2. Then click the "forgot your password" link.
3. You will get a prompt for your email again; use the same email as in #1 and wait to receive the verification code via email. You will only need to do this once. You may need to check your spam/junk folder for this message.
4. Put the verification code in on the community login page and create a new password – then you are in!
5. Click on the shadow profile photo (the gray circle on the top right corner), then "my profile." You may now add your favorite photo if you wish and review the information already listed for you in the online community.
6. Click the blue pencil on the "My Info" tab to update your contact information, indicating your preferred telephone number and address. Also complete the "Getting to Know You" section to include selecting your current professional rank, choosing your publication delivery preference, adding your social media information if you wish, and completing the optional demographics information. After you are finished with updating your information, you **MUST** click "Update" toward the bottom to save your profile.
7. Then **please scroll down to "Communication Preferences" (still on the My Profile page) and click the arrow to see your options. You are automatically opted out, but if you wish to receive emails and information from AEJMC for membership and the online community, please toggle the bar beside "email" to opt into the communications you wish to receive.** This is in order to be GDPR compliant (<https://gdpr.eu/>). Note - AEJMC will fully transition to using the online community for our membership email system in the future, so we do suggest you opt-in.