

# Affiliate members area registration guide [www.naccc.org.uk](http://www.naccc.org.uk)

## How do I access the members' area?

### You need to register and get your affiliate's username

If you haven't registered yet, you will have to register and get a user name for your organisation to use to access the member-only services on the NACCC website.



1. Click on the **Sign Up** button
2. Select 'NACCC members who are not Child Contact Centres – Affiliate members (e.g. Solicitors, social workers)'

3. Complete the online form with the following details:
  - Contact name
  - NACCC account number (this is your NACCC membership number – found on your invoice or by contacting NACCC).
  - Email address (this may be used to contact you with useful information in the future)
  - Contact phone number

- Affiliate name (select from the drop down list of centre names)
4. NACCC staff will verify your details and approve your registration. (Please allow three working days for this process to take place).
5. When verified, you will be sent an automatic email saying your account has been activated. This will include your logon username and a password.

## Now I have my username – how do I get to the members area?

### You will need to 'login' and set your organisation's password

1. Log on to the website by clicking on the



button.

2. The 'login' screen will appear. Enter your username and the default password (given in the automatic email (see above))
3. Click on the 'Login' button.

4. When logging in for the first time you will be asked to change your password. Decide on a password that everyone in your organisation will be able to remember and keep safe.
5. Enter your new password in the box and retype it in the box below. Click on 'Change password'.

## Congratulations! You can now access the NACCC website members area

Don't forget to click on the **Logout** button when you have finished using the members area – this will mean that other people should not be able to use the members area (which contains information intended for members only).

