

How to set up a members account

**Text underlined below are links that you may click on for faster access.*

1. Open the web page <https://healeyclub.org/>, the website of AHCA
2. If you are already a member, and want to access the members page for the first time, you have to reset your password. Click on the [Members Access](#) menu link from the top right corner, and then click on the [Request new password](#) tab.
3. On the screen you get, type in the email address you have registered with us and click the E-mail new password button.
4. The link on how to set your password will be emailed to you at that address. If you do not get an email it means that we do not have that email address in the database for you or the one we have is closed. It's possible you have an alternate email in use, so try an alternate email you have or contact [Mike Schneider](#) to correct your email address. After he updates your email you can restart the process.
5. Once you have set your password write it down then go back to the website to sign in (you may already be logged in from the reset process--you can tell if there is a black bar along the top with your email and a Log out link). You don't need to use the email process again unless you forget your password.
6. To sign in enter your email address and your password and you should be logged in.
7. Now click the [Members](#) link in the navigation bar to get to the members only page.
8. You now have access to the contents of that area which currently includes the following; the membership renewal function, bulletin board, a downloadable copy of the club by-laws, member directory, and the magazine index with ability to download copies of the articles indexed.