

Registration and Logging In Process

Navigate to the Club's website as you normally would, the web address hasn't changed, www.philadephiaacc.net. If this is your first time logging in to the new site, you must first activate your "new" web account by registering at the new website; it's a simple 3-step process. Take note, your PCC account information has not changed, only the way we log in to the new website.

Step 1 - Click Member Registration

To register your new web account, click on the '[Member Registration](#)' link and complete the fields within the registration form.

Please log on

User name:

Password:

Remember me

[Forgot Password](#)

[Member Registration](#)

Log on

Step 2 - Validation

Enter your Member number, first name and last name exactly as they appeared on your last paper statement, including any punctuation. The system will validate whether the information entered is correct. If the information entered does not exactly match that which is present in PCC's files, you will be unable to register. *If you continue experiencing issues, please contact the Club for assistance.*

Member Number

First name: Last name:

Validate **Cancel**

Step 3 - Set username and password

You will then be taken to a page to set your own username and password. The system will suggest a username (the first initial of your first name and your last name, but it can be whatever is easiest for you to remember). You will be asked to enter and confirm a password of your choice. Once all fields are filled out, click on 'Create User' to complete the registration process.

Hint: If you hold your cursor over the green question marks on the screen additional instructions appear.

Username

Password

Confirm Password

Email

Confirm Email

Create User **Cancel**

Email Confirmation

Upon completion of the registration process an email will be sent to the email address entered during the registration process.

Login to Club Website

Navigate to the Club's login page as you normally would. Enter the username and password you created in the registration process. When finished, click 'Log On'.

Logging off the Club Website

It is strongly recommended to logout of the website when you are finished. Once logged into the website, the 'Member Login' button will change to a 'Logout' button. Clicking this button will end your session and return you to the PCC public home page.

Forgotten Password

If, at some point in the future, you should forget your password, you can easily reset it by clicking on the '[Forgot Password](#)' link within the **Member Login** area. From there, you will be required to fill in the email address you provided during the registration process and click 'Reset Password'. An email will be sent to you, which includes a link by which you can easily reset your password.