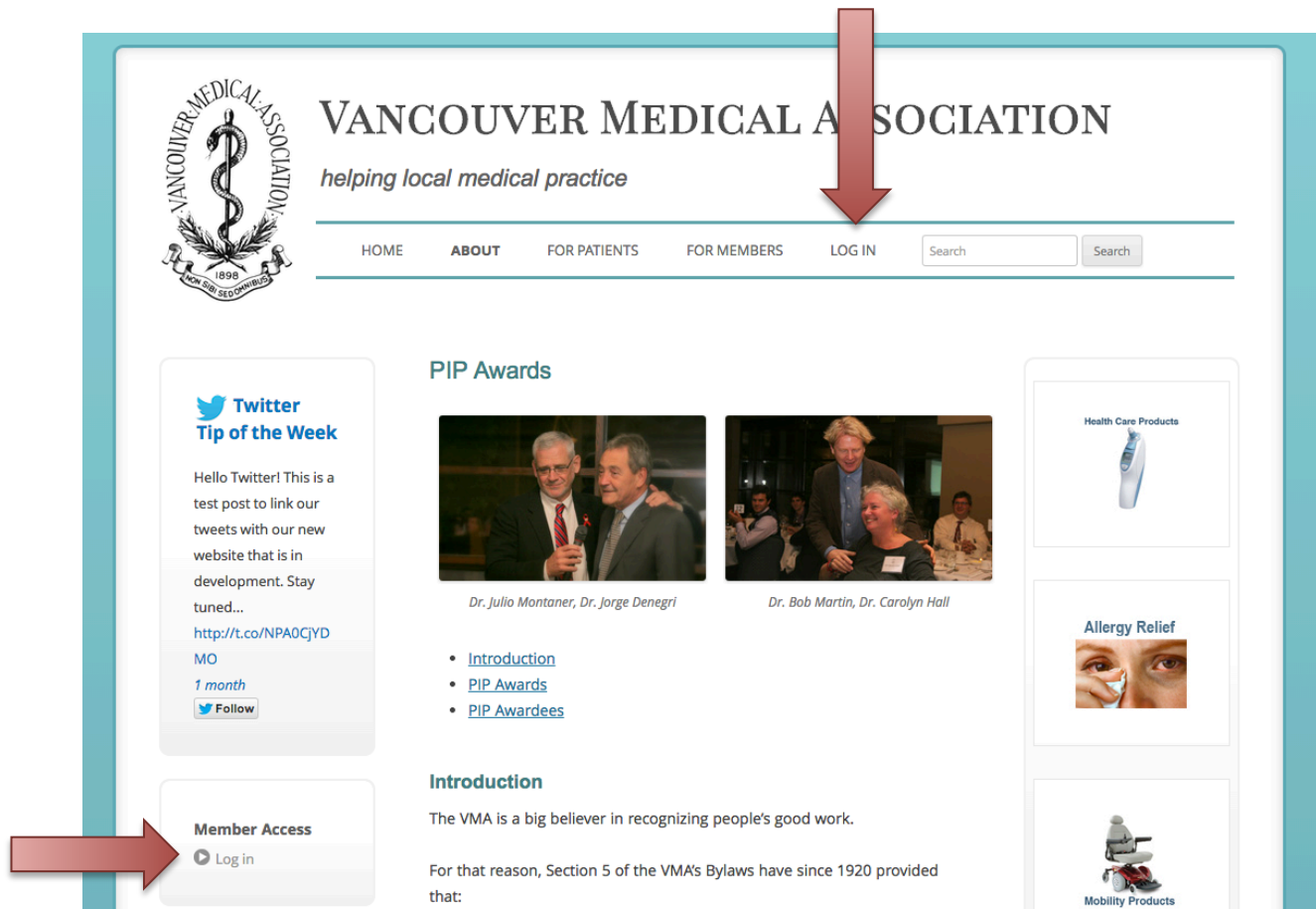


The Vancouver Medical Association Website

How To Change Your Password

1. You will need your username and temporary password. If you do not know them, please use the contact form at <http://vancouvermedicalassociation.ca/contact/> and select "VMA Login Help" from the **Subject** list.
2. Go to the Vancouver Medical Association website at <http://www.vancouvermedicalassociation.ca>.
3. In order to change your password, you will need to be logged into the member's area of the website. From the top or left menu, click on the link to **"Log In"**.



The screenshot shows the Vancouver Medical Association website homepage. At the top left is the logo, a caduceus with the text "VANCOUVER MEDICAL ASSOCIATION" and "1898". To the right is the title "VANCOUVER MEDICAL ASSOCIATION" and the tagline "helping local medical practice". Below this is a navigation menu with links for HOME, ABOUT, FOR PATIENTS, FOR MEMBERS, and LOG IN. There are also search boxes. A large red arrow points down to the "LOG IN" link. On the left side, there is a "Twitter Tip of the Week" widget and a "Member Access" button with a "Log in" link. A red arrow points to the "Member Access" button. The main content area features "PIP Awards" with two photos of award recipients and their names: Dr. Julio Montaner, Dr. Jorge Denegri and Dr. Bob Martin, Dr. Carolyn Hall. Below this is an "Introduction" section. On the right side, there are three product categories: Health Care Products, Allergy Relief, and Mobility Products.

4. Enter the **Username** and *temporary Password* that was emailed to you in the fields provided and click the blue **Log In** button. Usernames are not case sensitive, however passwords are case sensitive.

VANCOUVER MEDICAL ASSOCIATION
helping local medical practice

Username
[Text Input Field]

Password
[Text Input Field]

Remember Me

[Log In](#)

[Lost your password?](#)

[← Back to Vancouver Medical Association](#)

5. The first time you log into the website you will be immediately taken to your Profile page. A red notification appears at the top of the page that reads, "Please change your password in order to continue using this website."

Vancouver Medical Association

Dashboard

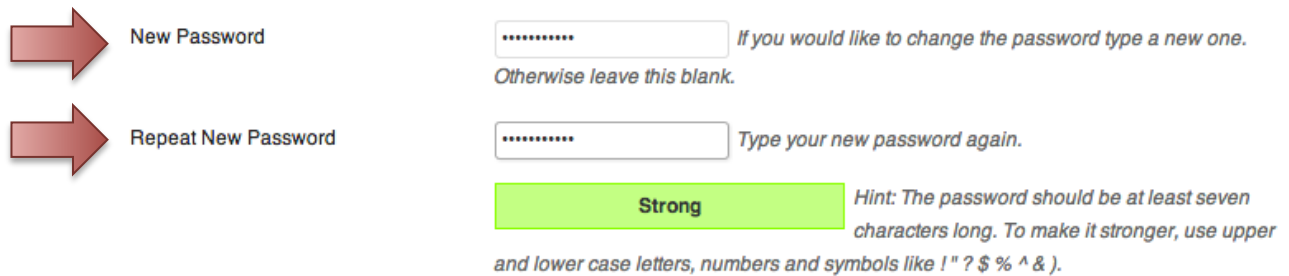
Profile

Collapse menu

Profile

Please change your password in order to continue using this website

- In the "Contact Info" section of the Profile page, enter a "**New Password**" in the field provided. You will also need to complete the field, "**Repeat New Password**" with the same password entered above. Your new password should be at least 7 characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &) .



New Password *If you would like to change the password type a new one. Otherwise leave this blank.*

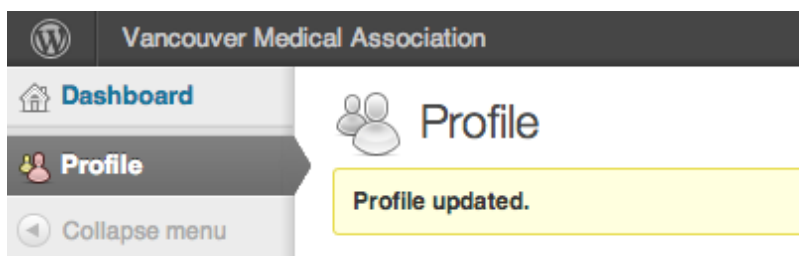
Repeat New Password *Type your new password again.*

Strong *Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &) .*

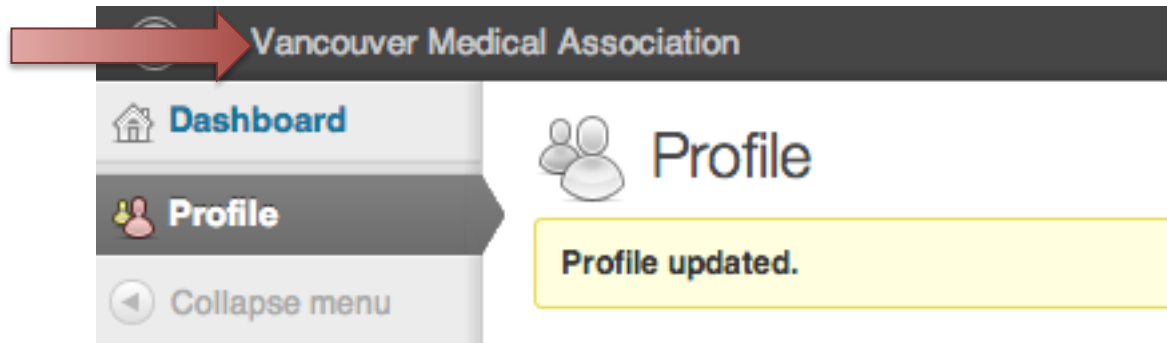
- If there is any additional information that you would like to add or edit on your member's profile, you can make those changes now as well. All of the information in your profile will appear in your listing on the Member Directory page for other VMA members to use when contacting you (the public will not have access to this information).
- Click the blue **Update Profile** button at the bottom of the page to save your new password and any additional edits you made to your profile.



- A yellow highlighted message will appear at the top of the page that says, "**Profile updated.**"



10. Click on the "**Vancouver Medical Association**" name in the dark grey bar at the top of the page to return to the website.



11. When you log in going forward, you will be taken to the "Member Updates" page rather than your Profile.

12. At any time, you can make changes to your Profile by clicking on the "**Profile Settings**" link under the "Member Account" box of the left sidebar menu (you must be logged in to see this option).

