



Members' Area Log-in/Change of password Instructions

1. On the Home page menu of the Friends of The National Archives (FTNA) website, go to the LOG IN button, usually at the top righthand side. Click on LOG IN button to obtain Log-in box.
2. Click on 'Reset password' link.
3. Enter your email address in 'Username' space provided.
4. Click 'Get New Password' button. You will be sent an email - check your email account.
5. Click on the link in the email to 'reset your password'.
6. You will see a long random password shown.
7. Enter your own **strong** password in the 'New password' space.
8. Click 'Reset password' button.
9. Enter your email address and own new password in the spaces given, and click the Log In button. You should now have access to the FTNA members' area.