



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 the Log-in box.
2. Click on 'Lost your password?' link underneath the box.
3. Enter your email address in the 'Username' space provided.
4. Click 'Get new password' button. You will be sent an email for 'Password reset' - 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. Accept this one or create your own **strong** password in the 'New password' space.
8. Click 'Reset password' button. You should now have the message 'Your password has been reset. Log in.'
9. Click on 'Log in'. Enter your email and new password in the spaces given and click the 'Log In' button. You should now have access to the FTNA members' area. Any further problems: contact webmaster@ftna.org.uk