

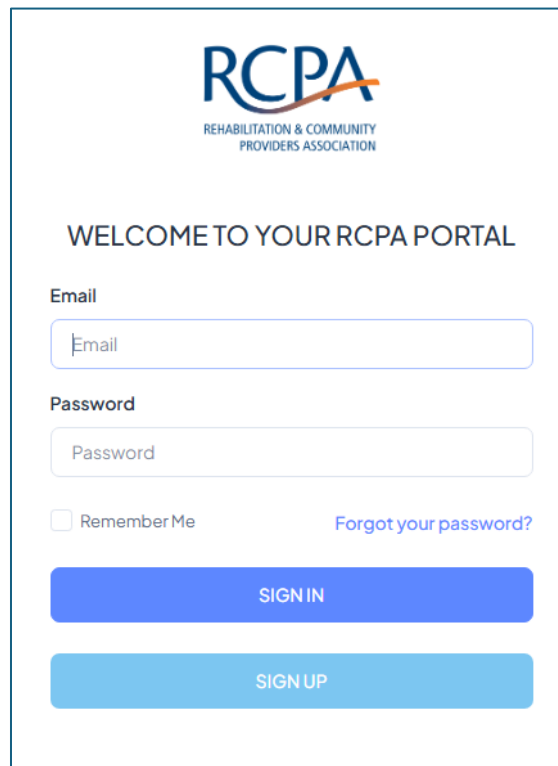
Access Your New RCPA Portal!

RCPA members now have access to a personal RCPA account. With this account, you will be able to:

- View members-only content on the new website;
- See a list of invoices for RCPA meetings, conference, and more;
- Check for meetings that you have registered for as well as upcoming meetings; and
- Update your email preferences directly and in real-time.

Access your new RCPA portal using the following steps:

1: [Visit this link](#), which will bring you to the portal login screen. You can also find it on our [new website](#); use the orange “Member Portal” button in the upper right-hand corner, which also takes you to the login screen. Select the light blue “Sign Up” button under the Email and Password boxes [shown below].



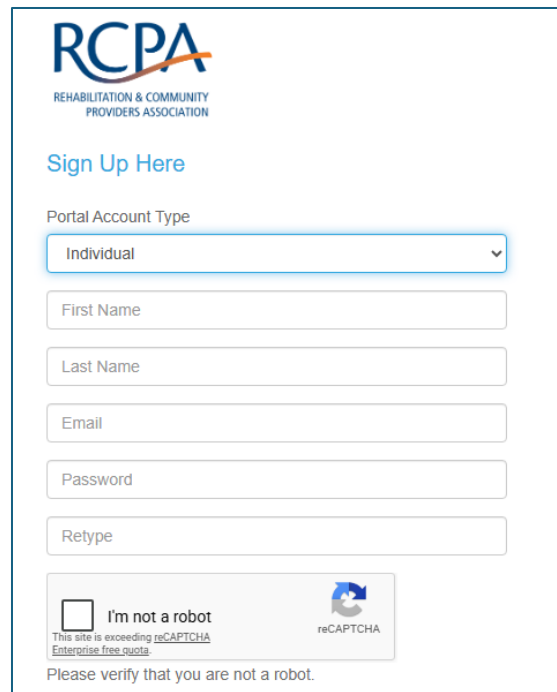
The screenshot shows the RCPA portal login and sign-up interface. At the top is the RCPA logo with the text 'REHABILITATION & COMMUNITY PROVIDERS ASSOCIATION'. Below the logo is the heading 'WELCOME TO YOUR RCPA PORTAL'. There are two input fields: 'Email' and 'Password'. Below the 'Email' field is a 'Remember Me' checkbox. To the right of the 'Remember Me' checkbox is a link that says 'Forgot your password?'. At the bottom are two buttons: a blue 'SIGN IN' button and a light blue 'SIGN UP' button.

2: Ensure the first box, "Portal Account Type," is set to "Individual." This is the default setting.

3: Fill in the following information: First Name, Last Name, the email address these instructions were sent to, and a password you would like for your new account. You will be asked to type the password twice.

4: Once done, select the "I'm not a robot" button, then hit the "Submit" button.

5: From there, you will receive a confirmation email at the email you used for your account. Please note the email will come from "donotreply@associationspheremail.com." **You will need to click the link in the email to activate your portal.**



The screenshot shows the 'Sign Up Here' form for the RCPA (Rehabilitation & Community Providers Association). The form includes a dropdown menu for 'Portal Account Type' set to 'Individual', and input fields for 'First Name', 'Last Name', 'Email', 'Password', and 'Retype'. At the bottom, there is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a message stating 'This site is exceeding reCAPTCHA Enterprise free quota.' Below the checkbox, it says 'Please verify that you are not a robot.'

6: Once clicked, you will be taken to a screen that confirms your portal is now active. Return to the Member Portal screen and use your username and password to log in.

Questions? Please contact [Tieanna Lloyd](#), Membership Services/Business Partnerships Manager.