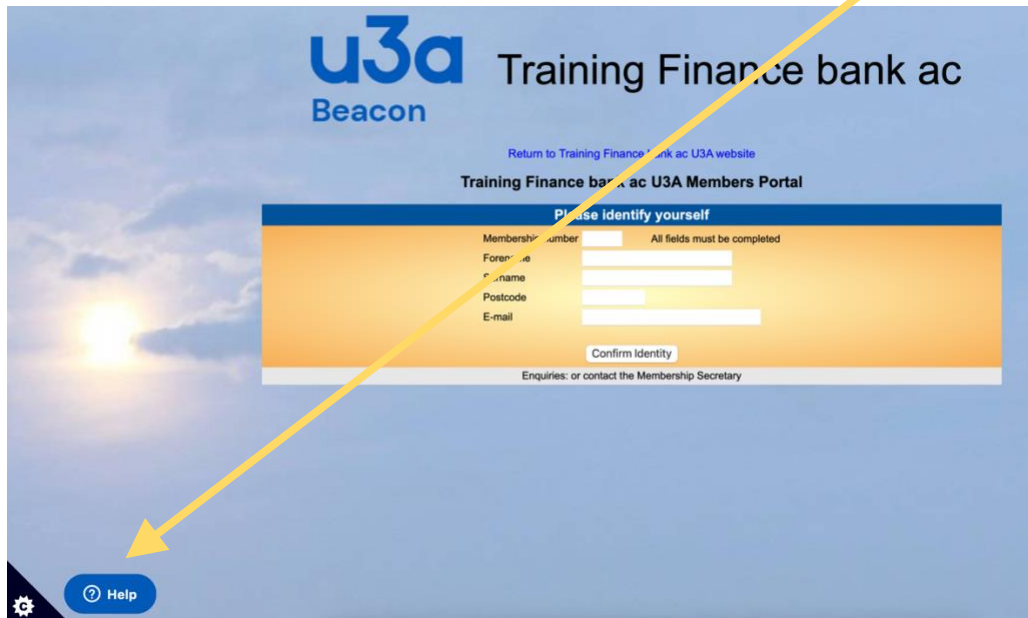
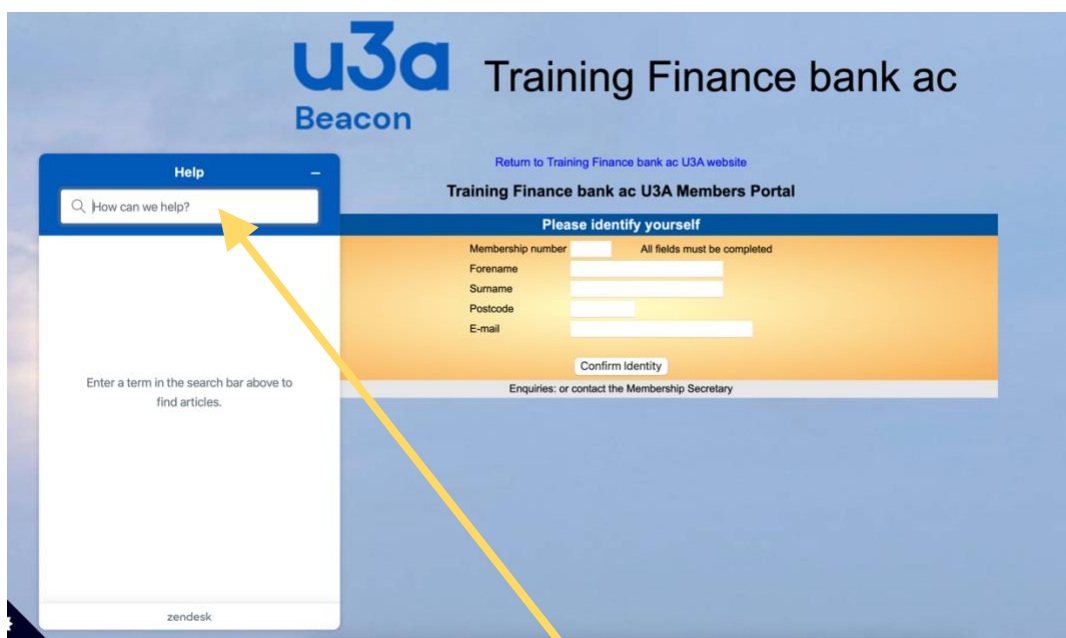


Getting Help on Members Portal

On the screen members use to access the portal is a **blue Help** button on the bottom left of screen:



If you press this then you will see this box as shown below with **Help** at the top:



In the line that says "How can we Help", you type **Members Portal** and then press **Enter**, You want to select the article **10.2 Members Portal**

This will open up the section of the guide that goes through the whole process.

This is what you see:

If you select this icon it will be shown as full page and therefore easier to read.

On finishing they can just close the page.

Or press the minus sign

