Instructions to access SC Grand Lodge's <u>"Membership Management System"</u>

- 1. Go to Grand Lodge Website:
- 2. Scroll down to box marked:

www.scgrandlodgeafm.org

MEMBER PORTAL

(Click on this box)

- 3. You will then be on the Lodge Locator page, and will need to click on "Member Portal" again in the upper right hand side of the screen.
- 4. *A sign-in box will appear.
 - * Before signing in for the first time, you will need to register.

To register:

Click on "Member Registration" label in upper right hand corner of the screen.

A box will appear asking for your Lodge Number:	(enter "353")
Another box will ask for your Member I.D:	(will be provided to you by Lodge Secretary)
The last box will ask for your last name:	(enter your LAST NAME)

Upon completion of these registration steps, click on: "Check Membership Status" box.

You will be asked to enter your email address, and a password (which you will choose, and only you will know. Please be sure to <u>remember</u> your password!)

Future sign-ins will only involve Steps 1 thru 4 above.

Once signed up, you will have access to your personal contact information for updating purposes, so please be sure to keep your mailing address, phone numbers and email addresses updated!

Please remember to also email these same changes to Secretary at <u>secretary353@sc.rr.com</u> (Thank you!)

You will also be able to review Lodge Regular Communication and Degree minutes, as well as other information that might be available for the Lodge.

Please be advised that this database is still in the early stage of development, and will be improved over time.