

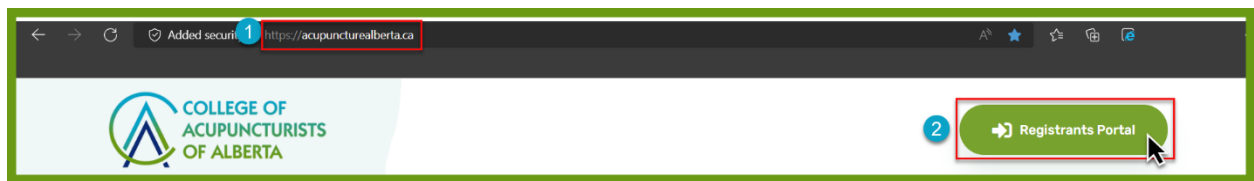
# MEMBER PORTAL STEP-BY-STEP GUIDE

## Creating an Account

### Quick Tips

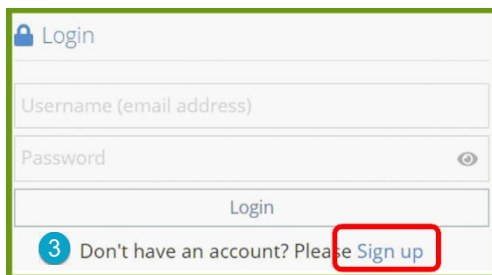
**For best functionality:** It is recommended that you use the Google Chrome browser to access the member portal for best functionality.

### Creating a Member Portal Account

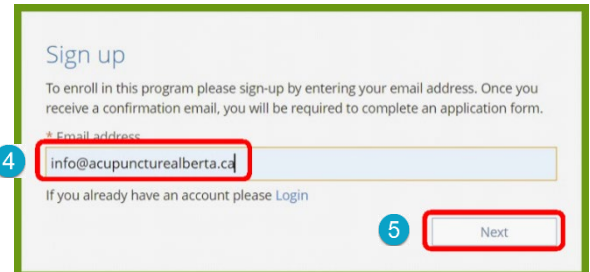


1 Navigate to the College of Acupuncturists of Alberta's website (acupuncturealberta.ca).

2 Click on Registrants Portal.

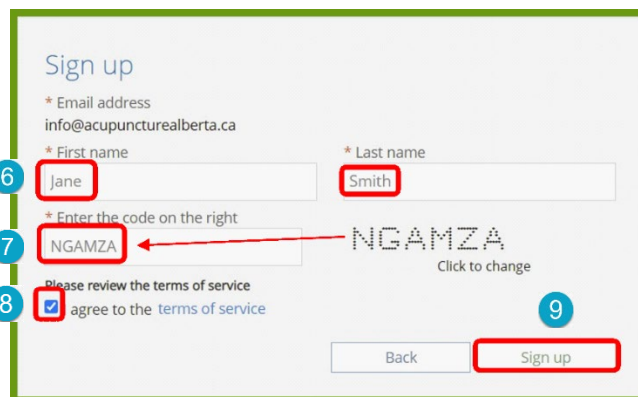


3 Click on Sign up.



4 Type in your email address.

5 Click next.



6 Type in your First name and last name.

7 Type in the code.

8 Review the terms of service and check off "I agree to the terms of service".

9 Click Sign up.

- 10 You will receive an email to confirm your Member Portal account. Click on Complete registration.

**Confirm your Alinity account**

Hi Jane ,

Thank you for signing up to Alinity™. We have a couple more things we need to know about you before you can log in. Please click the link below to complete your registration:

10 **Complete registration**

Alternatively, you can cut and paste the following URL:

<http://caaTest.alinityapp.com/account/userconfirmation/92F5F51F-3B59-EC11-82CF-000C292A94A8>

- 11 Create your password and click Save.

**Complete your profile**

Email address  
info@acupuncturealberta.ca

First name  
Jane

Last name  
Smith

\* Password  
.....

\* Confirm password  
.....

Save Cancel

12

**Login**

info@acupuncturealberta.ca

.....

Login

12

- You can now login to your account. Type in your email address and password and click on Login.

Note: The member portal and our website undergo small changes over time. Screen shots presented in this document may contain small variations from live websites.