

## Registration Steps:

1. Click the **Member Registration Link** located in the bottom right hand side of the page.
2. **Fill in your five digit Member Number**  
**\*\*\*NOTE\*\*\*** You must include the "0" (zero) located in front of your member number~~For example: If your member number is **1234**, you must enter **01234 OR**  
**If your number is 567, you must enter 00567**
3. **Enter your first name**  
**\*\*\*NOTE\*\*\*** You must enter your first name exactly as it appears on your membership statement~~For example: If your name appears as **Jason H. James** on your membership statement In the first name section you will need to write Jason H.
4. **Enter your last name**  
**\*\*\*NOTE\*\*\*** You must enter your last name exactly as it appears on your membership statement~~For example: If your name appears as **Jason H. James** on your membership statement In the last name section you will need to write James
5. Click "Validate"
6. **Create your Username & Password**  
**\*\*\*Note\*\*\*** Please make sure you **write your password down** because we do not ever have access to that information and we cannot retrieve that for you if you don't have it. We have your user name and we would have to email you a link for you to reset the password.
7. **You're now Registered!**

**Please call us at 434-384-2111 or email me directly with any questions or problems that you may have!**