Trouble logging into Mailbox Club Lessons Online

Dear Registered Member,

If you are not able to login to your online account please follow the steps below:

- 1. Go back to the Online Lessons Home page; <u>www.mailboxclubonline.org</u>.
- 2. At the "Member Login" you can put in anything for the Member Name and click "Submit". This will take you to an **"alternate login screen"** with additional options. When you get there you can do one of the following depending on what you remember:
 - A. If you know your Member Name or Password you can enter it along with your name, birthday and email address. Then click "Submit".
 This will log you in.
 NOW you need to go to "Member Services" and change/correct the info in "My Account" and RESET your password to something you can remember (you can still use your old one if you want to). We suggest you write it down along with your Member Name!
 - B. If you do not remember your Member Name or your Password then enter your first and last name along with your email address. Then click "Submit".
 This will send you an email with your Member Name, first and last name and birthday. You can then come back to this "alternate login"

screen" (see step 2, above) and login. Again, you need to go to "Member Services" and correct any incorrect info in "**My Account**" and **RESET** your password to something you can remember. We suggest you write it down along with your Member

HINT: All you need to do to get to the "alternate login screen" is guess once!! You will go there automatically. Then, these instructions (above) are on the "alternate login screen".

If you are still unable to login you may have to "Re-register" as a new Member. You may always email us at <u>membersupport@mailboxclubonline.org</u> and we will try to help you. Please remember: We DO NOT KNOW your password so we cannot tell you what it is.

Sincerely,

The Mailbox Club Online

Name!