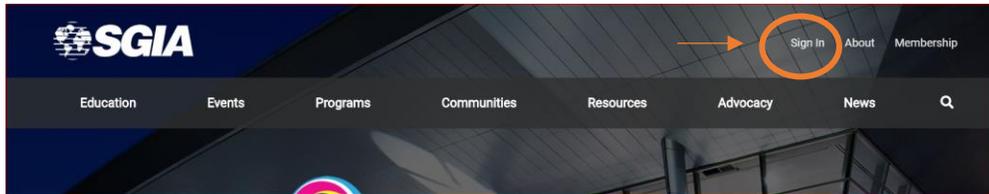




Creating an Account on SGIA.org

1. First, go to the www.sgia.org and select “Sign In” at the top right corner:



2. After you select “Sign In”, you will be sent to the below screen. To create a NEW account, select “Don’t have an Account?” from the selections below.

3. You will be sent to a “Create My Account” screen, where you will fill in your mailing and billing information, as well as create a password and login information as seen below.

Security & Login

Email *

Retype Email *

Password *

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength:

Retype New Password *

[Create Account](#)

4. The email and password you select in this step will be the information you will use to sign into the SGIA.org website. Once the information is filled in following the prompts, select “Create Account” to complete your registration.

Forgotten Password:

1. If you have forgotten your selected password, please follow these steps. Follow the steps to the login screen and select “Forgot Your Password?” as seen below:

First time to our new website? Use the “Forgot your password” link below to create your new password.

Log In

Email

Password

[Log In](#)

[Forgot your password?](#)

[Don't have an account?](#)

2. You will be sent to a screen that will allow you to enter an email address to reset the password. The email address you enter will receive an email to reset the password for the account.

SGIA Upcoming Events Store Log In

Welcome
Please log in or create an account to continue.

First time to our new website? Use the “Forgot your password” link below to create your new password.

Reset Your Password
For assistance in resetting your password, please contact the office.

Email

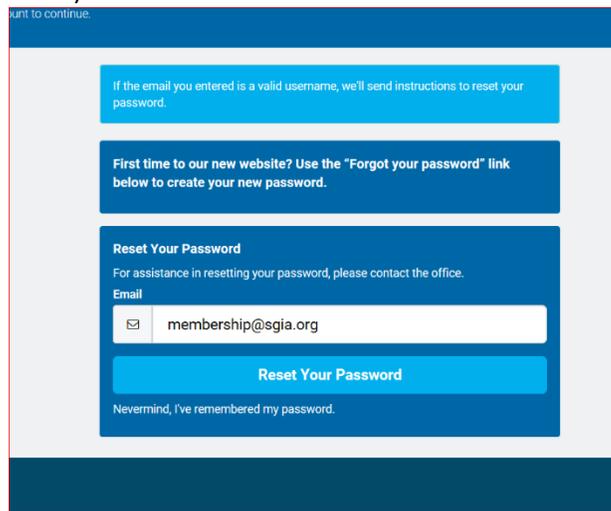
[Reset Your Password](#)

Nevermind, I've remembered my password.

Powered by Nimble AMS

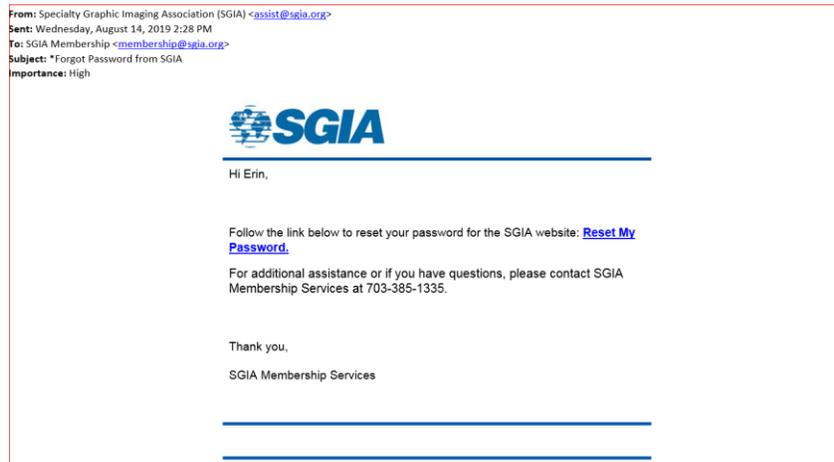
3. If you have selected to reset your password and no longer desire to, you can select “Nevermind, I’ve remembered my password” to cancel.

NOTE: the email you enter must be the username used on the account, or you may not receive an email to reset your password (below banner).



The screenshot shows a web form for password reset. At the top, it says "Click to continue." Below that is a blue box with the text: "If the email you entered is a valid username, we'll send instructions to reset your password." Another blue box says: "First time to our new website? Use the 'Forgot your password' link below to create your new password." The main section is titled "Reset Your Password" and contains the text: "For assistance in resetting your password, please contact the office." Below this is a label "Email" and a text input field containing "membership@sgia.org". A blue button labeled "Reset Your Password" is positioned below the input field. At the bottom of the form, there is a link that says "Nevermind, I've remembered my password."

4. After you’ve put in the correct email, you will receive an email with a reset link. As you see below, follow the prompts to reset your password.



If you have any questions about creating an account or have issues resetting your password, please reach out to the SGIA Assist Desk or the Member Services Team:

SGIA Assist:

- P: (703) 385-1335
- E: assist@sgia.org

Becca Moss, *Membership Coordinator*

- P: (703) 359-1367
- E: becca@sgia.org

Taylor Mitchell, *Membership Assistant*

- P: (703) 359-1304
- E: tmitchell@sgia.org