

Login Instructions for AHP members

Make the Most of Your Membership Benefits

Ever buy something and never use it?

You probably did one of two things.

- Feel like you wasted your money.
- Take action.

**AHP wants you
to take action.**

Tip: Your AHP membership is an investment that comes with benefits. The re-designed AHP website offers password-protected pages for members only. To take advantage of the new features, login is required.

Why login?

**To make your
member
benefits
accessible to
you and your
staff 24/7.**

- Access all AHP members contact information in the online membership directory.
- View educational webinars and seminar presentations
- Download forms and information on association programs such as the awards contest and annual seminar
- Update the content in your Profile any time you want.
- See a list of your submitted press releases in your Profile
- Pay your renewal dues for 2016 in a few easy steps
- Plus more features to come to help you network, learn and build your brand.

Login instructions

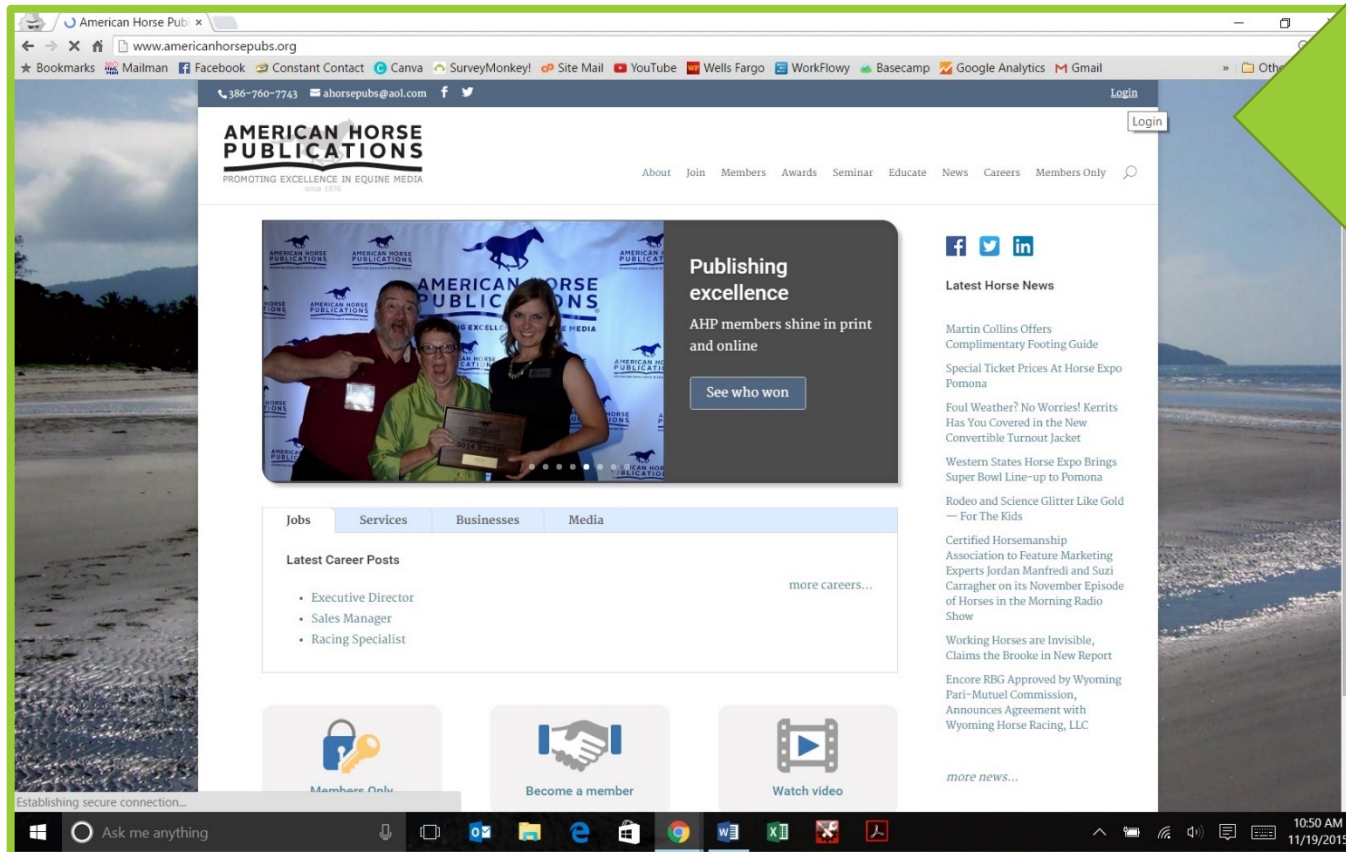
The Members Only area of the new AHP website www.americanhorsepubs.org is password-protected. Every member has a user name that was either created for you or you chose when you signed up online. The user name cannot be changed. Only one user name is assigned to each membership.

If you do not know your username or need assistance with login, contact Chris at ahorsepubs@aol.com

To begin login, proceed to step by step instructions.

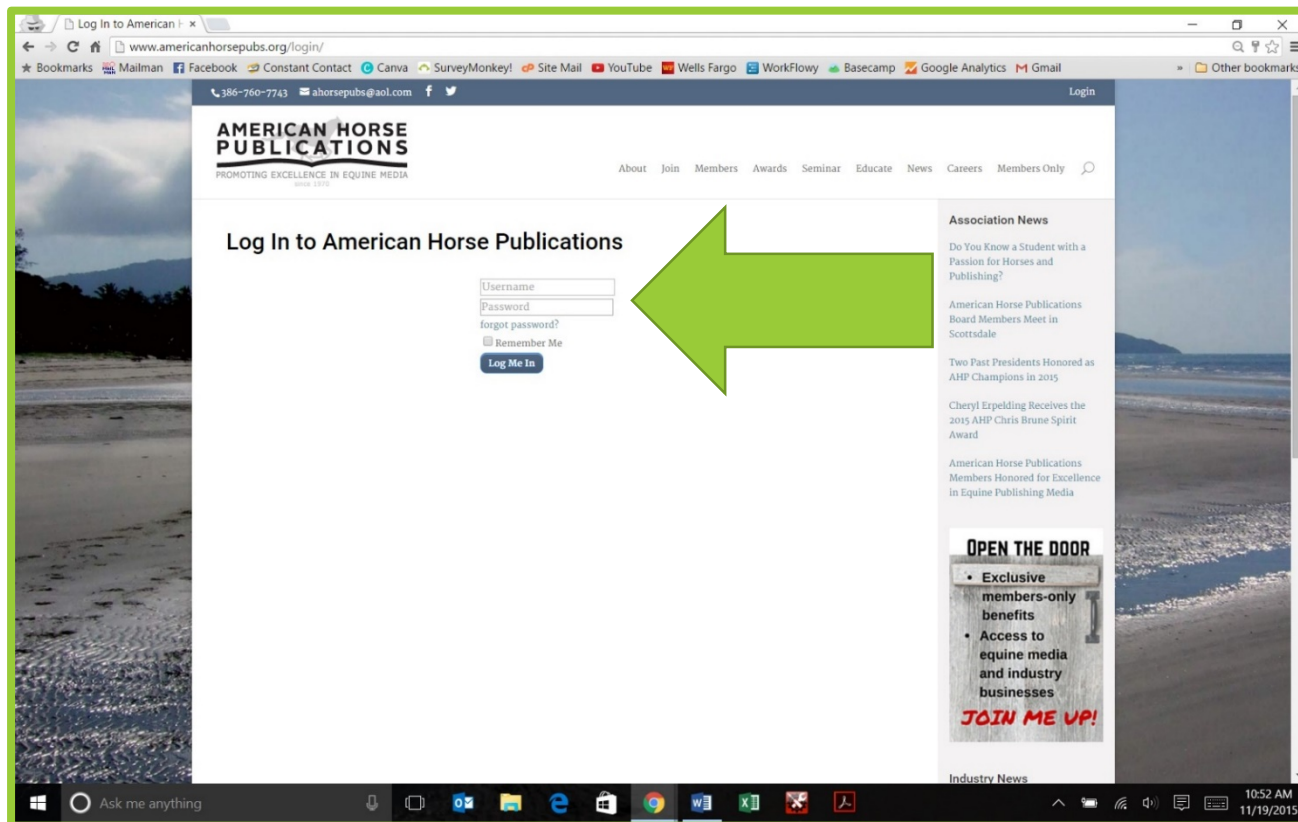
Step 1: Login with user name and password

Click on Login in the upper right hand corner at www.americanhorsepubs.org



Step 2: Type in your user name and password

www.americanhorsepubs.org/login



You will know that you are logged in when you see your membership name in the top right corner. Be sure to use “Remember Me” the next time you login so that the device will recognize you. Be sure to keep your user name and password handy.

If you are successfully logged in, you’re done.

If not, continue to Step 3.

Step 3: Finding your user name

For security reasons, your user name is not displayed on the live site.

User names were included with the renewal notices recently sent to members.

User names can be requested by contacting Chris at ahorsepubs@aol.com

Once you have your user name, continue with Step 4.

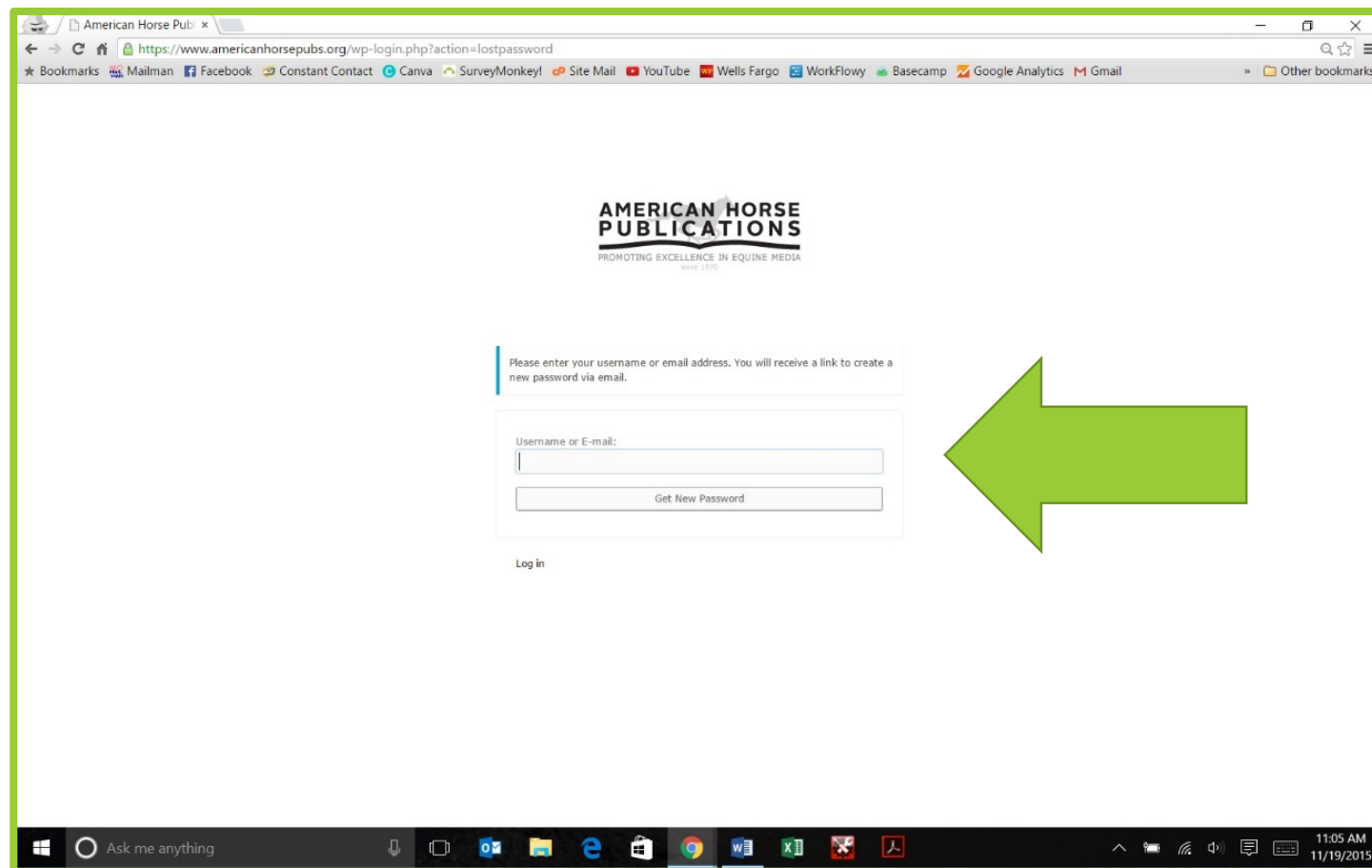
- If you need assistance please contact Chris at ahorsepubs@aol.com.

Step 4: Creating your new password

www.americanhorsepubs.org/wp-login.php?action=lostpassword

The site generates a password when the account is created. It is not visible even to the admin. Therefore, if you don't know it, it needs to be reset to a new one.

Enter your email address or user name, then click on “Get New Password”.

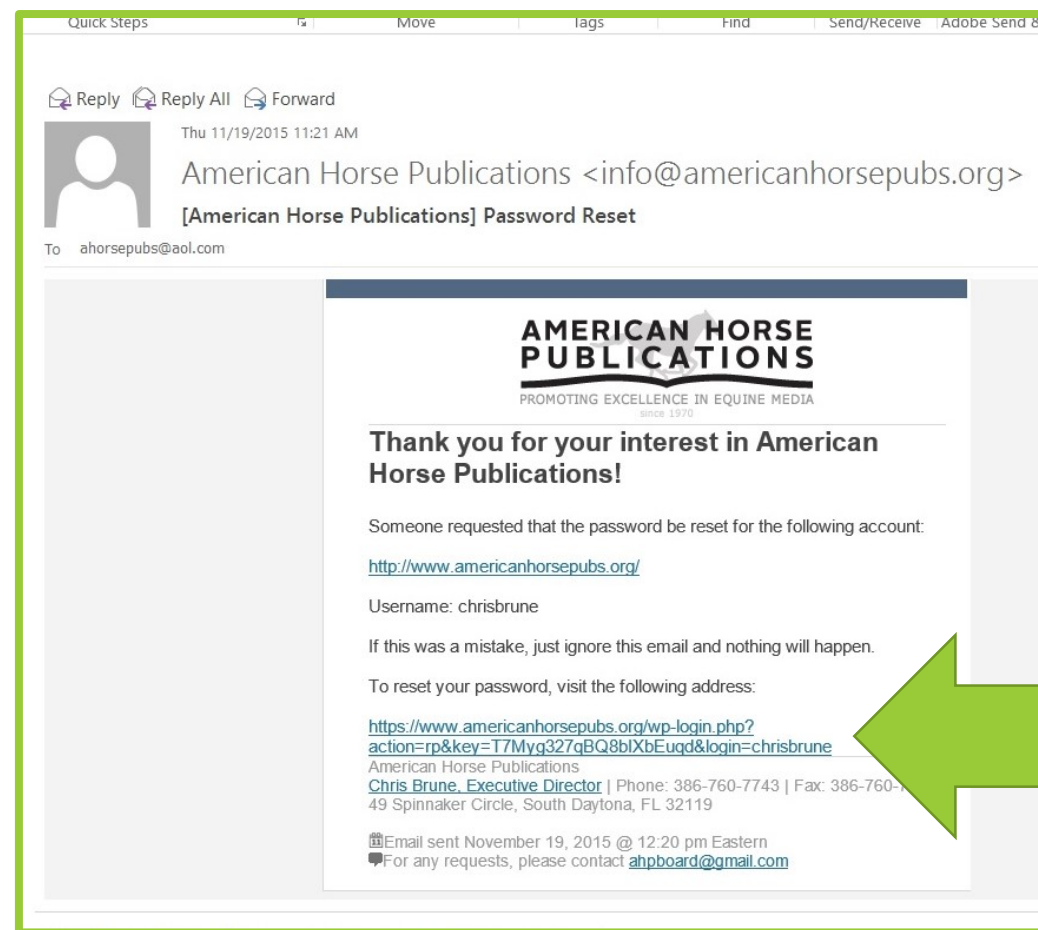


A screenshot of a web browser window showing the password reset page for American Horse Publications. The browser's address bar displays the URL <https://www.americanhorsepubs.org/wp-login.php?action=lostpassword>. The page features the American Horse Publications logo at the top, which includes the text "AMERICAN HORSE PUBLICATIONS" and "PROMOTING EXCELLENCE IN EQUINE MEDIA SINCE 1970". Below the logo, a message states: "Please enter your username or email address. You will receive a link to create a new password via email." There is a text input field labeled "Username or E-mail:" and a button labeled "Get New Password" below it. A large green arrow points from the right towards the "Get New Password" button. At the bottom of the form, there is a "Log in" link. The browser's bookmark bar shows various sites like Mailman, Facebook, Constant Contact, Canva, SurveyMonkey!, Site Mail, YouTube, Wells Fargo, WorkFlow, Basecamp, Google Analytics, and Gmail. The Windows taskbar at the bottom shows the time as 11:05 AM on 11/19/2015.

Step 5: Reset or create a new password

Click on the link in the email message

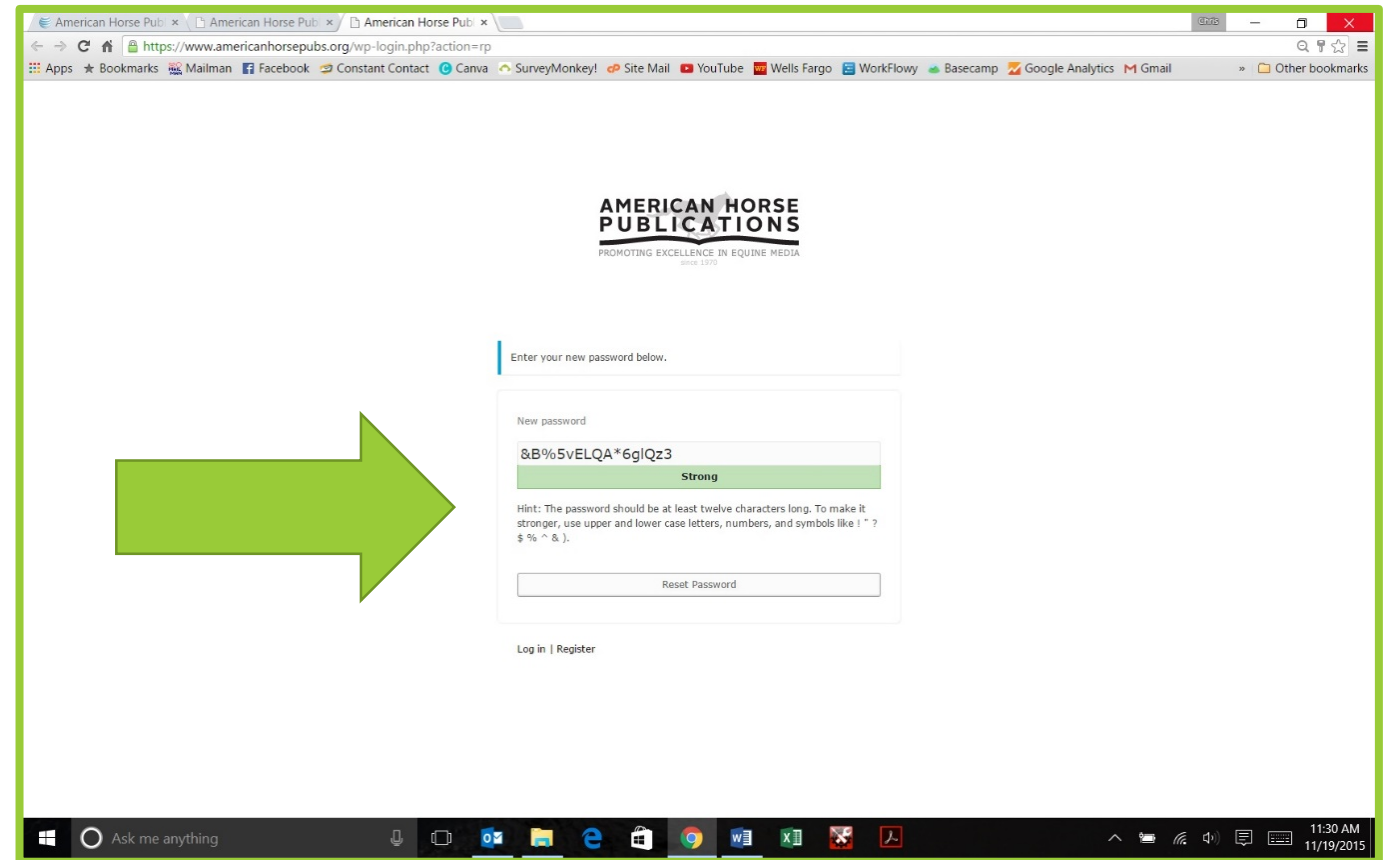
- The site sends an email message with the link to reset your password.
- The message comes from info@americanhorsepubs.org and is sent to the email address listed in the member's account for site notifications.
- If you do not receive the message within a few minutes, check your spam folder.
- If you still don't receive the email message, a different username or email address is listed for site notifications for this account.
- Contact your staff member who setup the account to obtain the username and password or contact Chris at ahorsepubs@aol.com to check or change the email address on the account for site notifications.



Step 6: Type in a new password and reset

Yes, they suggest you use a strong password that includes upper and lower case letters, numerals and symbols. However, use a password that you can easily remember and/or that you can share with staff.

Please note that anyone who has the user name and password to your membership can also make changes to your profile listing. You may want to assign that task to one individual.



Step 7: Login with username and new password

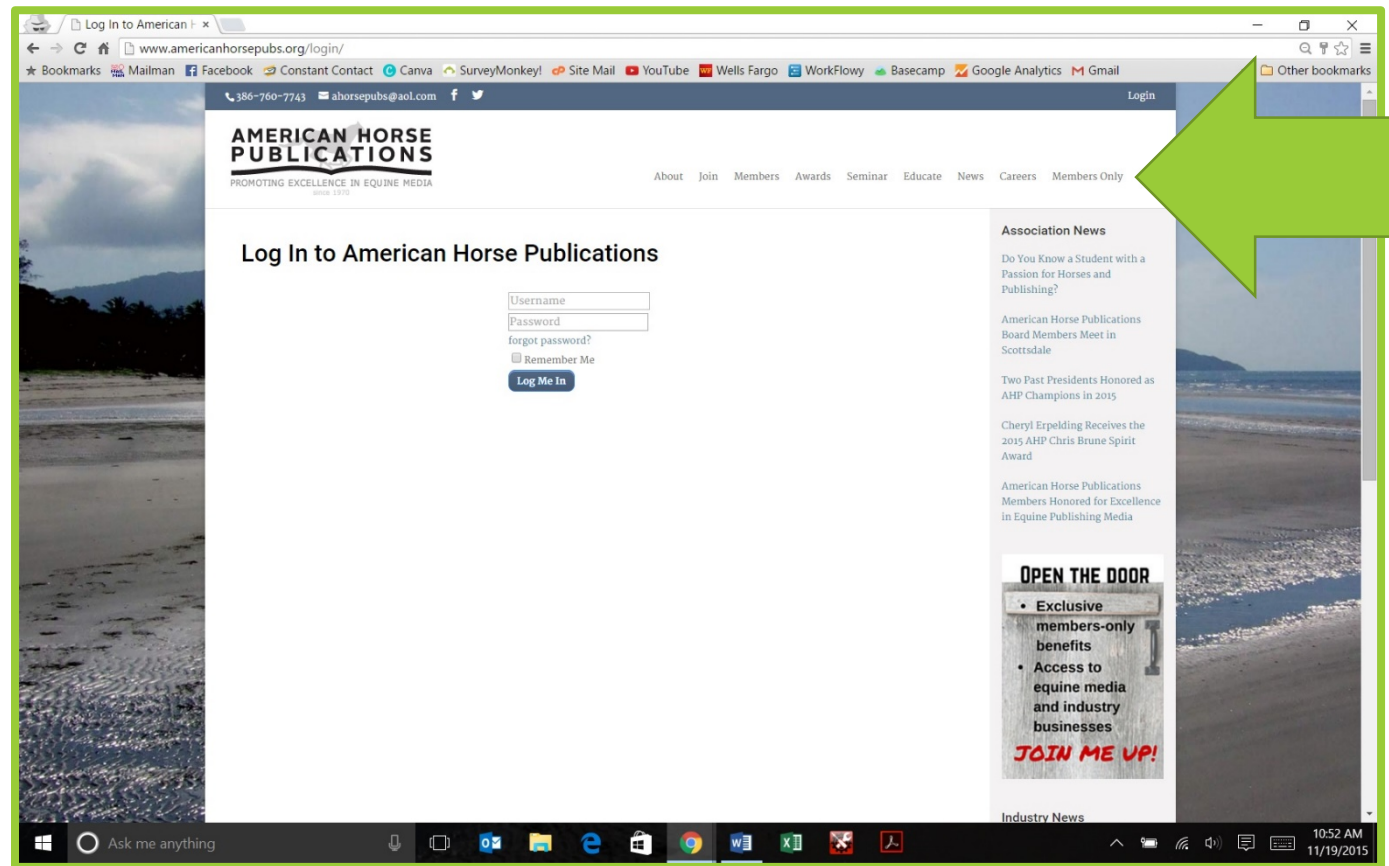
www.americanhorsepubs.org/login

Once you have your user name and reset your password, you can return to login and enter them.

Check Remember Me.

Click Log Me In.

Click on Members Only in the right hand corner of the navigation bar.

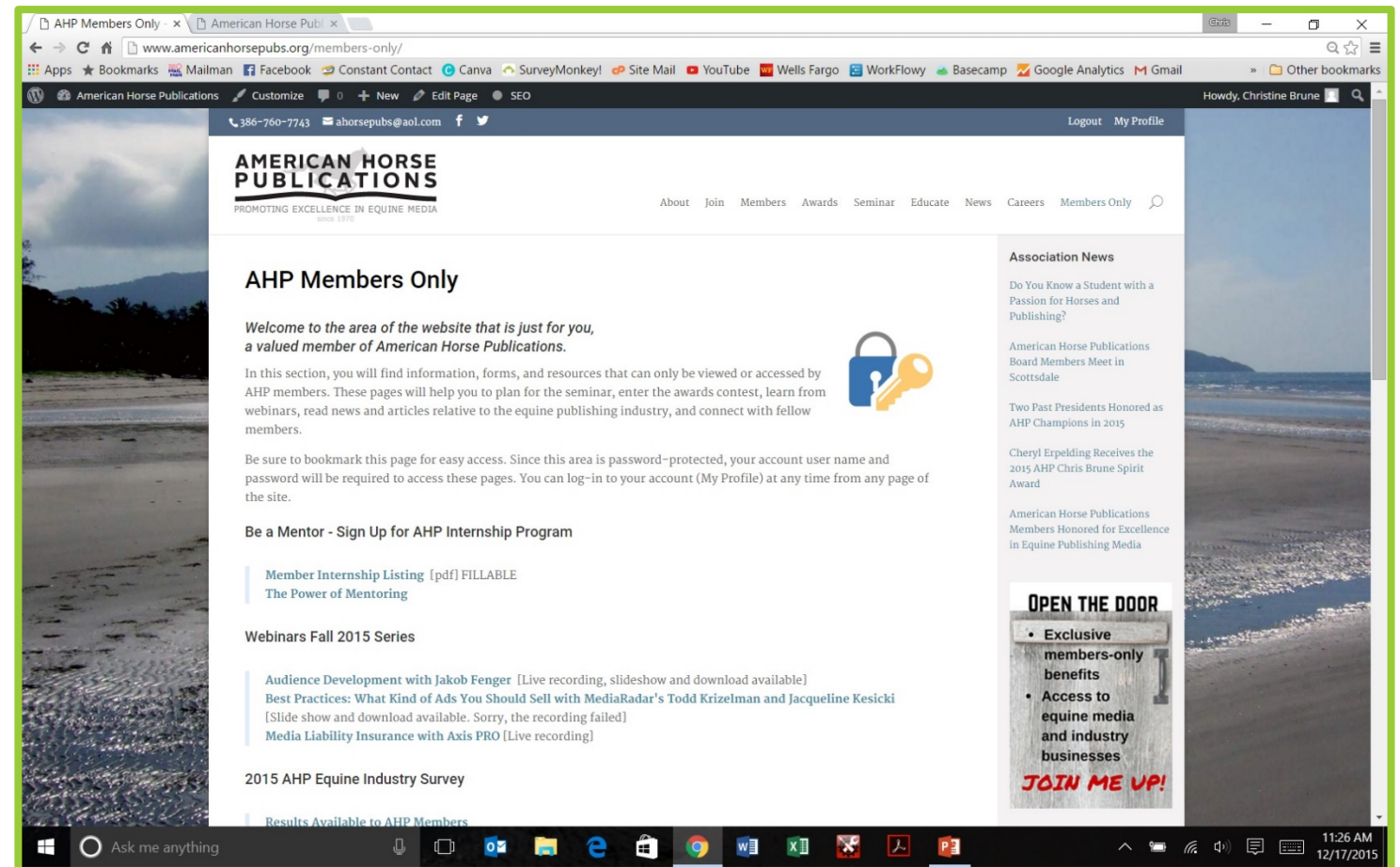


Members Only Page

Scroll down through the Members Only page and browse the index of options.

Useful References includes several frequently used options.

You can edit your information or change password by selecting **Edit My Profile** under Membership or clicking on **My Profile** in the upper right corner.



You're done!

- Enjoy your member benefits and thank you for being an AHP member.
- If you need assistance please contact Chris at ahorsepubs@aol.com or 386-760-7743.
- Remember to bookmark www.americanhorsepubs.org. The more often you login to the Members Only page, the easier it becomes a great resource.