

## **FSIM Website Log In – for Renewing Members**

If you have been any level of member since 2013 and need to renew, you will need to follow the below one-time, two-step process.

- Your user name is already set: it is your last name and the first initial of your first name. Mary Smith would be “smithm”.
  - Plan on 10 minutes to Log In only for the first time.
  - Follow the below steps exactly, even if they seem repetitive. You will receive several emails for verification during this process. Thank you for your patience!
- 1) Go to [www.fsim.org](http://www.fsim.org). Click on the “Log In” link in the far right upper corner.
  - 2) On the “Log In” page, do not enter in any information. Click on the blue link “Forgot Your Password?” in the bottom left of the page.
  - 3) Enter in your email (one that you have used in the past for renewing at FSIM), and click the blue box “Email Link”.
  - 4) On “Verify Your Email” page, read the information on this page. Then, look for an email in your personal Inbox (or your Junk box) from [noreply@fsim.org](mailto:noreply@fsim.org). From that email, click the link to verify your email account. It may take 3-5 minutes for this email to show up.
  - 5) After you click on the link from the email, you will be taken to the FSIM page “Email Confirmation”. Click on the blue link, “Click Here to Log In”.
  - 6) You will be taken back to the “Log In” page. Once again, do not enter any information in the fields. Click again on the “Forgot Your Password” blue link on the bottom left of the page.
  - 7) Once again, enter in your email and click on the blue box “Email Link”.
  - 8) You will be taken to the page “Password Reset” which lets you know, “Please check your email to reset your password.” It may take 3-5 minutes for this email to show up.
  - 9) Go to your personal email Inbox (or check Junk Mail) and look for the “Password Reset Request” email from [noreply@fsim.org](mailto:noreply@fsim.org). Click on the link in the email.
  - 10) You will be taken to the “Reset Password” page. Please enter your email and create/confirm your password.
  - 11) Now – you can “Log In” (link in the upper right corner of all pages). Your computer may auto-fill the “user name” field. Delete that and enter in your user name – last name, then initial of first name.
  - 12) Your password is the one you just created. Your username is your last name in all lowercase, then the first letter of your first name. If my name is Alice Sampson, my username is “sampsona”. Charles Dawson is “dawsonc”. If you have two last names or are not sure, please email [website@fsim.org](mailto:website@fsim.org).

If you have any difficulty logging in or questions, please contact: [website@fsim.org](mailto:website@fsim.org).