



Creating an account from the Member Login Screen

1. On the Member log-in screen (Johnstonchamber.com > Membership>Member Login)
2. Click the **Create an Account** [link](#)
3. Enter **First Name**.
4. Enter **Last Name**.
5. Enter **Email Address** (This must match the email we have on file).
6. Click **Submit**.

When you create a new account, the database will check both the last name and email.

- If a match is found in the database for the email and last name, a create login email will be sent to the user. The user will receive the following notification in the browser "*An activation email has been sent to you.*" Please check your inbox/spam to complete your account setup. Within the email sent to the member, they will find a link to access the **login** screen.
- If a match is not found, a notification will appear that an account cannot be created based on the email and last name provided. Please contact Sam to verify your information.