

Self verification steps for DA members

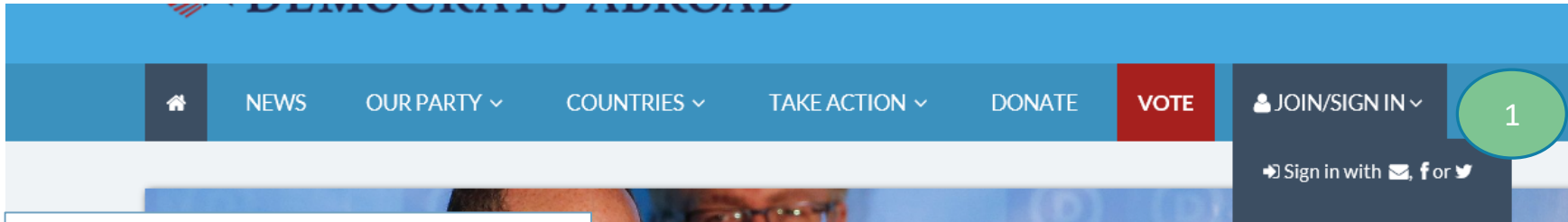
List of Steps and Screen shots showing what to click and where to be able to update your own member information

June 2017

Self-verification in a few short steps

1. Go to democratsabroad.org. Click Join/Sign In, then Sign in with ...
2. Enter the email you used to join DA, and your password (if you've set one and remember it).
3. Or else click "Forgot password?" Enter your email address again to receive a link to set a new password.
4. Click the link in the email to open a page to set the password of your choice.
5. Sign in and click your name in the upper right corner and select "Account Settings"
6. Update or confirm your public settings, then scroll down to update and confirm your Private Settings.
7. Make sure to click "Save Private Settings" to confirm your membership even if you have made no changes.

Sign in and request a new password



OR SIGN IN WITH EMAIL

Email Address

Password

Remember me

SIGN IN WITH EMAIL

[Forgot your password?](#)

[Activate your account on the new site.](#)

1

Go to our home page: democratsabroad.org and click Sign in with...

2

Enter the email address you used to join Democrats Abroad and your password if you remember it.

3

To set a new password click the **Forgot your password?** link. You will receive an email almost immediately with a link to set a new password of your choice.

RESET YOUR PASSWORD

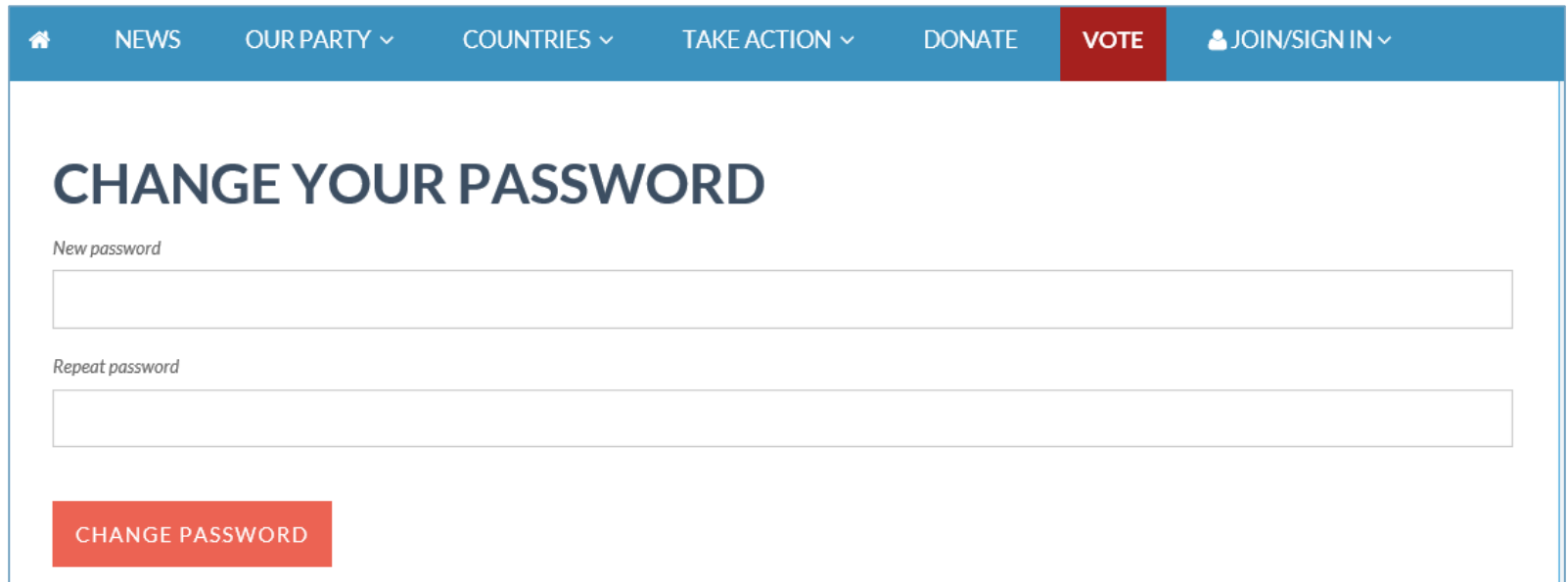
Email

SEND PASSWORD RESET INSTRUCTIONS

3

Set your new password

Click the link in the email you receive and then enter the password of your choice.



The screenshot shows a website navigation bar with a blue background and white text. The navigation items are: a home icon, NEWS, OUR PARTY (with a dropdown arrow), COUNTRIES (with a dropdown arrow), TAKE ACTION (with a dropdown arrow), DONATE, VOTE (highlighted in a red box), and JOIN/SIGN IN (with a dropdown arrow). Below the navigation bar is a white form titled 'CHANGE YOUR PASSWORD' in large, bold, dark blue letters. The form contains two input fields: the first is labeled 'New password' and the second is labeled 'Repeat password'. At the bottom left of the form is a red button with the text 'CHANGE PASSWORD' in white capital letters.

Click Change password and on the page that opens sign in with your email address and new password

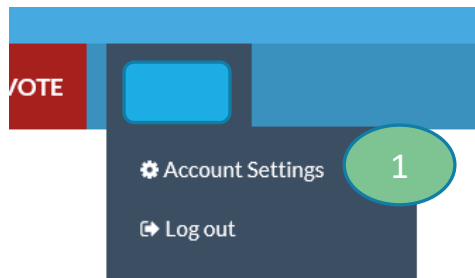
Update your profile

1 Click the little arrow near your name in the upper right corner and click Account Settings

2 On the page that opens you can first set your public settings, if any (see next page on how to set your picture).

3 Then scroll down to the private settings to update your email address, your street or voting address, or even add a picture.

4 Click Save Private Settings to update changes or confirm that all is correct.

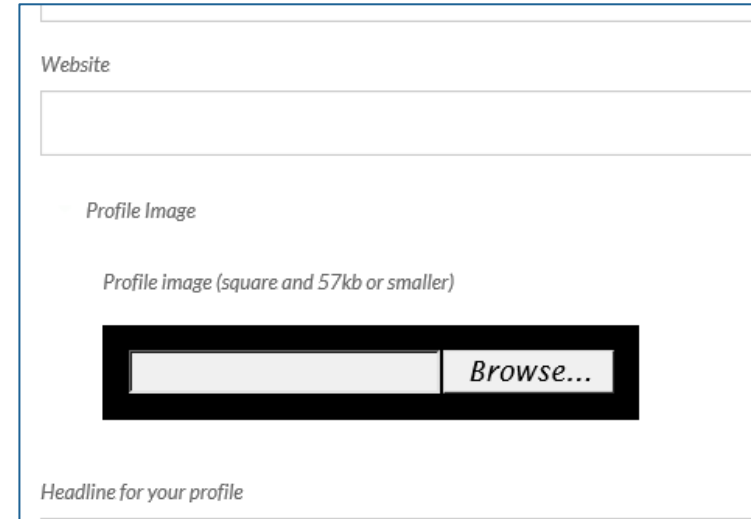
A screenshot of the 'YOUR DEMOCRATS ABROAD ACCOUNT' settings page. The page has a blue header with navigation links: NEWS, OUR PARTY, COUNTRIES, TAKE ACTION, DONATE, VOTE, and a user profile for GINGER. The main content area is white and contains several sections:

- YOUR DEMOCRATS ABROAD ACCOUNT**: A header for the account settings.
- First Name**: A text input field containing 'Ginger'.
- Middle Name**: An empty text input field.
- Last Name**: A text input field containing 'Fagen-Test'.
- Your Democrats Abroad Account Number is 224505**: A line of text.
- Public profile**: A section with a checkbox labeled 'Don't publish my profile on the website' (which is unchecked).
- User name**: A text input field.
- Your public profile will be at http://www.democratsabroad.org/username**: A line of text.
- Short bio**: A text input field.
- Include me in leaderboards**: A checked checkbox.
- SAVE PUBLIC SETTINGS**: A red button.
- Private settings**: A section header.
- Email**: A text input field.

Green circles with numbers 1, 2, 3, and 4 are overlaid on the page to indicate the steps: 1 is on the 'Account Settings' link in the header, 2 is on the 'Public profile' section, 3 is on the 'SAVE PUBLIC SETTINGS' button, and 4 is on the 'SAVE PRIVATE SETTINGS' button.

Setting your own picture

- 1 With your Account settings open, scroll down just below the website field and click on the link: ▶ Profile image
- 2 Find your image and edit it for 2 things: The file size must be 57kb or smaller AND the pictures has to be perfectly square
- 3 Once your picture is ready, go back to the browse screen and load the image file.
- 4 Be sure to click Save Private Settings to update changes also click if you make no changes to confirm that all is correct.



The screenshot shows a portion of a web interface for account settings. At the top, there is a 'Website' label above a text input field. Below this, the 'Profile Image' section is highlighted with a thick black border. It contains the text 'Profile image (square and 57kb or smaller)' and a 'Browse...' button. At the bottom of the page, the text 'Headline for your profile' is visible.