

If you've never logged into the Member Portal, you'll need to do so if you'd like the convenience of paying dues online. You can always call headquarters at 888-367-8777 and ask to pay over the phone or mail a check to United States Power Squadrons, PO Box 30423, Raleigh, NC 27622.

# **Login Instructions**

**First things first:** For security reasons, you need to set up a new password to gain access to your account. To do this, follow the steps noted below.

1. Click <u>https://portal.americasboatingclub.o</u> to open the new system. Next, choose	rg Sign In Username
Forgot password?	Password Password Sign In Forgot username?   Forgot password?. Create a new account
<b>2. Enter your Username</b> (Your Username is either your email address or your certificate/e-number – try email first, and if you do not receive your password reset, try your e-number) <b>and click "Submit."</b>	Password request Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password. •Username
	Forgot username?

# 3. Email notification

Check your email for a link to set a new password. Click this link and continue to step 4. Remember to check your junk or spam folder. If you do not receive the email, please <u>contact us</u>.

Submit

Cancel

# 4. Enter your new password, confirm, and click "Submit".

#### Sign In



### 5. Sign in to your new member portal.

You can now sign in using your username and new password. After doing so, click the arrow next to your name in the top bar to see the dropdown menu. Click "My account" to visit your personal account page.



# 6. Paying Dues

If you have a **family membership**, click the blue "Family Name" hyperlink under your name on your account page. This is where you pay dues for the family. Sometimes a family member will have a "Renew Now" button on their personal page, but this is a bug and should be ignored.

Individual members will see a "Renew Now" button on their individual account pages.