- 1. Visit <u>www.adatelohim.org</u>
- 2. Click "Member Login"



3. Click "Forgot Your Password?" in order to receive first time access.

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4. On the following screen, enter the primary email address for your family. If spouses have different email addresses on file, the primary email address is typically the husband's email address. (You'll be able to change which email is primary for your family once you access your account.)

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- 5. To confirm that you are a human being, follow the on-screen instructions to identify items in the pictures displayed, then click "Verify". If you would like a different set of images, click the circular arrow. If you would rather listen to a short phrase and type the words that you hear, click the headphone icon.
- 6. Within 5 minutes, you will receive an email at the email address that you entered. Click the "<u>Create/Reset</u> <u>Password</u>" link in the email.

(If you enter an email address that is not on file, you will receive a message that reads: "The email address you entered is not on file with Temple Adat Elohim." Please confirm that you entered an email address at which you receive your Weekly TAE Email. If you continue to have difficulty, please email the temple office at <u>office@adatelohim.com</u> or call us at 805-497-7101.)

- 7. Enter a new personal password. (See next page) Your password:
 - a. Must be a minimum of 8 characters
 - b. Is case sensitive
 - c. May contain letters, numbers and special characters: ! @ # \$ % * _ -
 - d. Cannot be a common password such as: "12345678" or "abcdefgh"
- 8. Re-enter your password to confirm and click "Change Password".

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9. The following screen will confirm that you have now changed (created) your personal TAE password. Click the welcome button at the top right of the screen, then click "My Account" in the dropdown menu.

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Click Welcome CELEBRATING Adat Elohim 50 YEARS Click Welcome then click "My Account"	SUD SIC Y GET Sign out
DIRECTORY Set / Change Password Please enter a new password below. Please note that passwords: Must be a minimum of 8 characters in length Are case sensitive May contain letters, numbers and special characters: 1@#\$%* Cannot be a common password such as: "12345678" or "abcdefgh" Password changed successfully.	

- 10. Congratulations. You are now logged into your temple account. (See the following page for image.) You can view and edit information in each of the sections of your profile.
 - a. The sections are listed towards the top of the page following "Jump to".
 - b. You can also access the on-line temple directory by clicking "DIRECTORY" in the upper portion of the page above the links.

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