## Logging into the Secured Section of the Website

## - FOR SECURITY PURPOSES -

Your login credentials have been sent to you separately from these instructions. You must use the user name and password you were provided. Please keep them in a safe place. When your service term expires with the group or you choose to leave NHI altogether, please notify the website committee chair so they can reset the account credentials for your replacement.

You will automatically be logged out of this section after 15 minutes of inactivity. If you incorrectly input your user name and/or password three times, you will automatically be banned from seeing the entire site for 24 hours. If this happens, please contact the website committee chair at <u>nhiwebsite@oanewhampshire.org</u> for help.

## 1. Go to http://oanewhampshire.org

2. Click on the NHI Login Link (see below)



- 3. In the login form:
  - Enter your User Name
  - Enter your Password
  - PLEASE NOTE: IF the computer you are using to access the site is NOT a public computer AND is not used by another person, you can check the "Remember Me" check box.
  - Click the Login Button

