## How to log into Kol Ami's Website in order to RSVP for an event

The benefit of logging into your account is that your information will be filled out on the form, and you will be able to bill to your account.

- For Members who have logged in before
  - Use Your Email Address where you receive emails from Kol Ami
  - If you know your Email Address and password, log in as usual
  - If you know your Email Address but not your password
    - Instructions to use if on computer, <u>Click Here</u>
    - Instructions to use if on phone app, Click Here
  - If you do not know your Email Address or your password, please call the office at 813,962,6338

- For Members logging in for the first time
  - Your Email Address will be your email address that you receive emails from Kol Ami
  - You will need to call the office at 813.962.6338. They will send you a special link that will allow you to use your Email Address and create a new password.

- For Non-Members wishing to RSVP for a Kol Ami event
  - Non-Members can complete a RSVP without logging into our website.
  - A credit card will be needed if there a charge for the event.



Members, Remember to enter your name when completing a RSVP

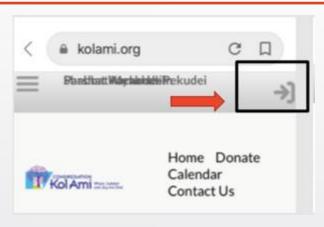
## Logging into website but forgot password from computer

Login A Upper right corner of Using your email Login ▼ address enter and Home page is the Email Address Home Donate Calendar Contact Us "login" area. then click "Forgot Password Password" link Sign In Forgot Password Forgot Password or Sign In With Please enter the email address that you use to log in to your account. We will send you a link you can use to access your account, where you will be able to set a new password. EMAIL SENT Email Address: **EMAIL PASSWORD** An email with instructions to login has been sent to you.

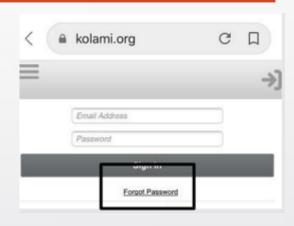
You will be sent an email at this address with a link for you to follow to reset your password. Any issues please call office. 813.962.6338

## Logging into Kol Ami app but forgot password from phone

The login icon can be found in the upper right corner of the app



Using your email address enter and then click "Forgot Password" link



Forgot Password	
Please enter the email address that you use to log in to your account. We will send you a link you can use to access your account, where you will be able to set a new password.	
Email Address:	
	EMAIL PASSWORD

EMAIL SENT

An email with instructions to login has been sent to you.

You will be sent an email at this address with a link for you to follow to reset your password. Any issues please call office. 813.962.6338