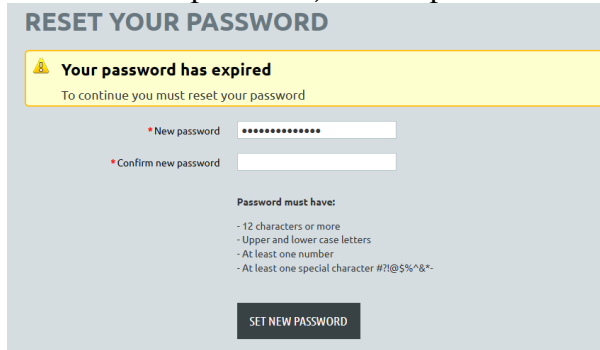


USER INSTRUCTIONS FIRST TIME LOGIN FOR A MEMBER

If your annual dues have been paid for 2023 you are already a member and your information was converted into the online system. The first time you login follow the instructions below as you will need to create a password.

2023 Member

1. You will need your email address.
2. [Click here to create password.](#)
3. On the Reset Password screen the message “Your Password has Expired” is for the old password. Choose a new password, reenter password. Click SET NEW PASSWORD.



4. You will receive a notice “Password Changed Successfully”.
5. Go back to home screen and Login.
6. To register for courses, click on COURSES on the Home page or under COURSES you can click on GLANCE AT THE CALENDAR.

Registering for Courses

You must be a member to register for courses.

1. Select the course you want to register for and click REGISTER.
2. Review the information and click NEXT.
3. Review additional information click NEXT.
4. Review and confirm the information. **If you want to select additional courses click INVOICE ME. If you are done selecting courses, click PAY ONLINE.**

Pay Online

1. An invoice with all your transactions can be viewed on the top right-hand side of the screen.
2. Fill in the required charge card information and click Pay. ****If you choose to store your card details ICL does not keep your card information and the processing company only keeps an encrypted token.**