

How to share imembers information to new member or member who has never used program.

Go to Pmail

On upper right of screen... look for **SELECT TEMPLATE**- open

Where it says TEMPLATE TYPE-- scroll down and choose **SYSTEM**

Scroll down and choose----**05 EZ LOG ON FOR MEMBERS**

At bottom of page on right....choose **USE SELECTED TEMPLATE**

You are now back at **Pmail—at TO** enter (screen opens to search-put persons last name )enter

Your Name and person selected will move to right side

At bottom on page click **UPDATE NAMES**

You are back at Pmail page

Where it says **SUBJECT-MEMBERS .... Put Welcome to imembers program**

The message will go to their email address and give them full directions as to how to get on to the imembers program, signing in and setting up or changing their password.

I would encourage all to tell them to go to **SUPPORT TAB** at top of opening screen and on left side print the **QUICK START GUIDE** which is a hard copy of basic information/how to for imember use...

Let me know if I can be of further help.

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