

## HOW TO REGISTER FOR MEMBERSHIP

From [www.seniornavigator.org](http://www.seniornavigator.org), select **Register Now for Professional Membership** from the right hand side of the screen. Read the membership instructions and click **Continue Professional Registration**

Be sure to have the following:

- 1 Your agency name as it is listed on SeniorNavigator.org
- 2 Your agency zip code as it is listed on SeniorNavigator.org
- 3 The name and email address of your Agency Director.

Following the screen prompts, enter your required Agency Information and click **Find My Agency**.

**NOTE:** If your Agency is not found, or you know it isn't listed on SeniorNavigator, click **Register My Agency** to create an agency entry. Follow the prompt and fill in the appropriate agency information.

If your Agency appears in the search results, select it and click Submit. (This information is used as the basis of your agency entry on SeniorNavigator.)

Completely fill out the Professional Member Profile. (\*'s indicate required fields).

**NOTE:** Select your own unique Member ID and Password. Any combination of letters or numbers is acceptable - choose a simple and memorable combination.

City of Birth is used as a clue if you forget your Member ID or Password.

Read and accept **Terms of Use** and click **Complete Registration**.

A Thank You screen shows registration as complete.

When you Login to SeniorNavigator, the welcome screen to your SeniorNavigator Home Page opens. You can access your **Member Benefits** by clicking on the blue links. Login to SeniorNavigator to change your agency information and to update or add a listing, or Exit Registration to logout and return to the SeniorNavigator home page. To update your agency information and add a listing to your agency, click on "**Update Agency Information**" on your personalized homepage. Select the **Agency Information Button** and complete the fields under each tab.

For future logins, enter your Member ID and Password in the Membership Login box on the right side of the SeniorNavigator Home Page.

To protect your privacy always Logout of the site AND close your browser window.

OR

If you are not affiliated with an agency, you want to register as a **Personal Member**. Select "**Register Now for Personal Membership**" from the right hand side of the page at [www.seniornavigator.org](http://www.seniornavigator.org).