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## Member User Guide to the APS Website

The American Peony Society's website is new to all members this year (2019-2020) and there are bound to be questions how to use its many functions. The following is a collection of procedures and information that can assist members with accounts they have with the American Peony Society.

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**\*Dues received before August 25<sup>th</sup> are recorded for the current year.**

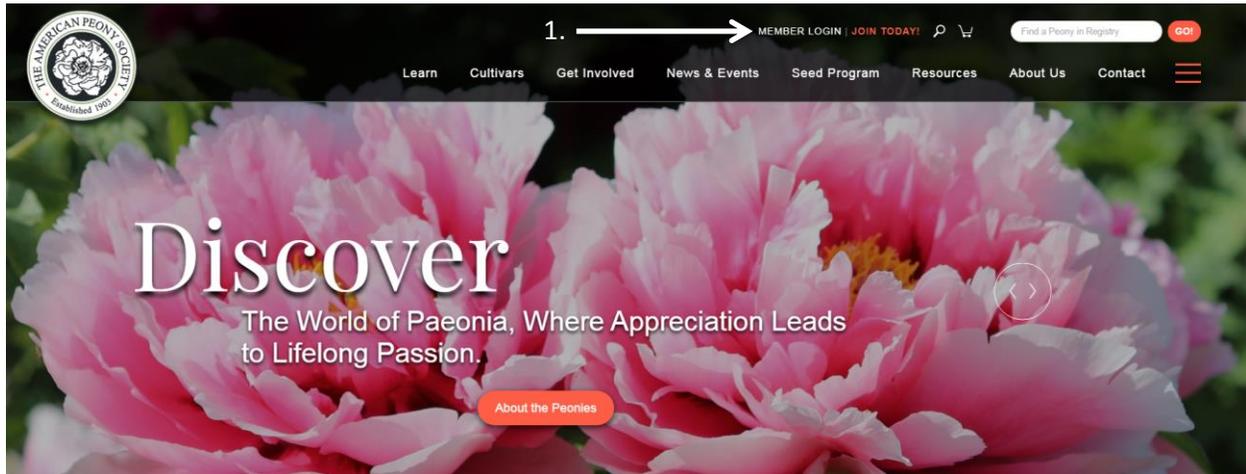
**\*Dues received after August 25<sup>th</sup> are recorded for the following year.**

**\*Subscription start dates found on the website may not match actual membership beginning dates. This website was loaded in May of 2019, thus subscriptions do not reflect the initial date of membership, but rather when they were entered on the website.**

## MEMBER LOGIN

Use the Email address you have on file with the APS to login. Many of us have multiple emails, thus it is important to use the one you have on file with APS. At this time login provides your account details.

- 1) On the APS home page or any other page, click the MEMBER LOGIN link above the site navigation at the top of the page.



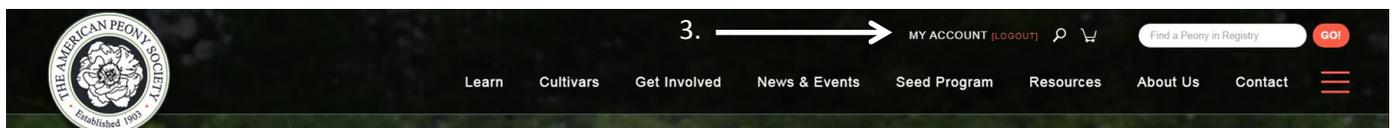
2. Login with your credentials (must be the APS email on record).



### Log In

A screenshot of the APS login form. It features two input fields: 'Email Address \*' with the placeholder 'youremail@example.com' and 'Password \*' with a masked password '.....'. Below the fields are a red 'Log In' button, a 'Remember me' checkbox, and a link for 'Lost your password?'. Two black arrows labeled '2.' point to the email and password input fields respectively.

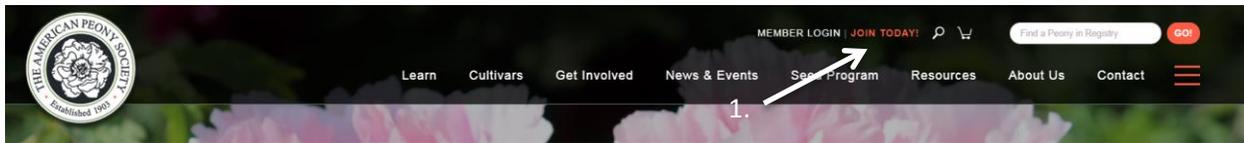
3. After login you will be taken back to the Home page or page you started on. The MY ACCOUNT link now replaces the MEMBER LOGIN link above the site navigation. Click MY ACCOUNT to access your information.



## FIRST TIME MEMBER LOGIN

If you have never logged in to the APS website, you will need to create a website account and password.

1. Above the website's navigation click on **JOIN TODAY!**



2. A **Sign Up** page will appear. Fill in your registered Email address and create a Password. Please record/save your password for future reference. Remember the email address must be the one associated with your APS membership. Click Register.

### Sign Up

A screenshot of the 'Sign Up' form. It has two input fields: 'Email address \*' with the value 'youremail@example.com' and 'Password \*' with a masked password '.....'. Below the password field is a green progress bar labeled 'Strong'. Below the form is a red 'Register' button. Three black arrows with the number '2.' point to the email field, the password field, and the 'Register' button. A small disclaimer text is visible below the password field: 'Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).'

3. If you are already an APS member and have supplied the APS with an email you will be taken to your account information or may need to click on the MY ACCOUNT link above the site navigation. Congratulations-you are in! Your account information page will appear as below. See step 5 after registering.



- Dashboard
- Orders
- Subscriptions
- Downloads
- Addresses
- Payment methods
- Account details
- Logout

Hello **youremail** (not **youremail**? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and [edit your password and account details](#).

- (not a current APS member). If you are not yet an APS member or your membership has lapsed you will be taken to the Purchase Membership page. You need not be an APS member to be a website user (free of charge), but will not have access to account information or the Member Portal available later in 2020 and other member benefits. See step 5 after registering.



## Membership

An array of membership options are offered below. More information about benefits can be found on our [Member Benefits Page](#).

Location	<input type="text" value="Choose an option"/>
Type	<input type="text" value="Choose an option"/>
Duration	<input type="text" value="Choose an option"/>

Sign Up Now

- Upon completion of the above you can now login to the APS website by clicking on the MEMBER LOGIN found above the website's navigation and you will no longer need to use the **JOIN TODAY** link.
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## PASSWORD RESET

If you are interested in resetting your password or have forgotten it, you may do this at any time by doing the following:

1. Click on MEMBER LOGIN as described in the Member Login section.
2. You will be taken to the Log In Page. Below  click on **Lost your password?**
3. In the form produced enter your email or username.
4. Click .
5. An email will be sent to your \*Email account.

\*If a message does not show up in your email program's inbox, please check your **SPAM** folder or filtered email to locate the **Reset Password** message. Gmail and a number other email providers will automatically mark password resets of this type as spam. Please mark the message and APS website as 'not SPAM' or 'add to Friends' for future ease of use.

6. Follow directions as provided in the email and record/save your new password for future reference. Repeat directions found in the Member Login section using your new password.

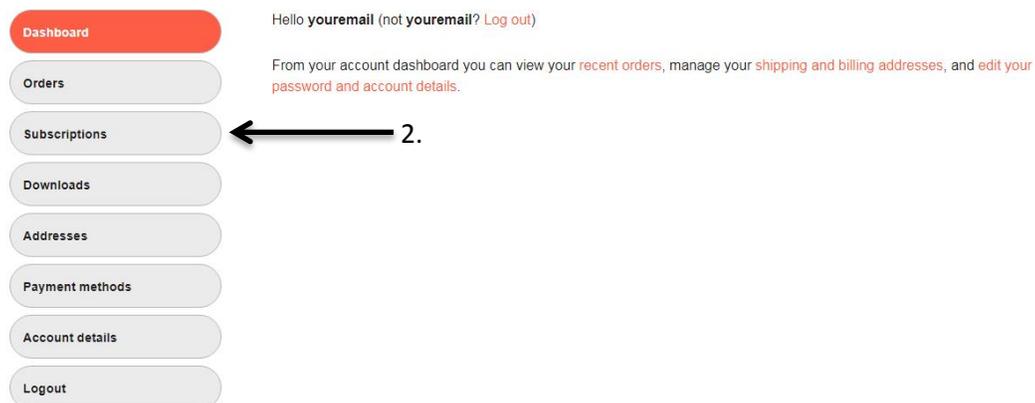
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## MY ACCOUNT FUNCTIONS

This page has numerous links that can help you manage your online American Peony Society account. Each sub-page is broken down in descriptions below.

**Subscriptions (membership and renewal)...** Subscriptions are for membership through the APS website and allows for membership renewal and payment.

1. To make payment and renew membership, login as described in the Member Login section. Navigate to MY ACCOUNT.



2. Click on [My Subscription](#). A screen will appear with information about your membership subscription, much like the example below.

The screenshot shows a user interface for managing a subscription. On the left is a navigation menu with buttons for Dashboard, Orders, My Subscription, Downloads, Addresses, Payment methods, Account details, and Logout. The main content area displays subscription details:

Status	Active
Start Date	May 9, 2019
Last Order Date	May 9, 2019
Next Payment Date	January 1, 2021
Auto Renew	<input type="checkbox"/>
Payment	Via Manual Renewal
Actions	<a href="#">Cancel</a> <a href="#">Change Address</a> <a href="#">Add Payment</a>

Below the details is a 'Subscription Totals' table:

Product	Total
Membership × 1 Location: USA Type: Commercial Duration: 3 Years	\$120.00 every 3 years
<b>Subtotal:</b>	<b>\$120.00</b>
<b>Total:</b>	<b>\$120.00 every 3 years</b>

Arrows in the image point to the 'Auto Renew' toggle (labeled 2. b.), the 'Change Address' button (labeled 2. a.), and the 'Add Payment' button (labeled 2. b.).

A number of actions can be taken on the screen above.

- You may change your address for delivery of the Bulletin and other mailed APS business by clicking [Change Address](#) and updating the form. Save if changing your address.
- You may add a payment method (credit card) for future renewals or payment of a due membership. No member had their credit card information uploaded with the new website. Adding a credit card for payment on an account allows for automatic renewal, which is helpful in avoiding a lapse of membership. Note the Auto Renew toggle  is set to off until a payment method is entered. After clicking [Add Payment](#), a screen like the example on the following page will appear. Enter your credit card number and expiration date. Scroll down and click [Add Payment Method](#) to complete renewal or payment.

Choose a new payment method. Next payment is due January 1, 2021.

Product	Quantity	Totals
Membership	1	\$120.00 every 3 years
<b>Subtotal:</b>		<b>\$120.00</b>
<b>Total:</b>		<b>\$120.00 every 3 years</b>

Credit Card



2.b.

2.b.

Pay with your credit card via Stripe.

Credit or debit card

Card number MM / YY CVC

2.b.



Add Payment Method

Note the Auto Renew toggle  is now enabled. Your future membership subscription will automatically renew. You may turn the switch off if you would prefer to repeat this each time your membership comes due.

- Dashboard
- Orders
- My Subscription
- Downloads
- Addresses
- Payment methods
- Account details
- Logout

Payment method added.

Status	Active
Start Date	May 9, 2019
Last Order Date	May 9, 2019
Next Payment Date	January 1, 2021
Auto Renew	<input checked="" type="checkbox"/> <b>note</b>
Payment	Via Visa card ending in
Actions	<a href="#">Cancel</a> <a href="#">Change Address</a> <a href="#">Change Payment</a>

## Subscription Totals

Product	Total
Membership × 1 Location: USA Type: Commercial Duration: 3 Years	\$120.00 every 3 years
<b>Subtotal:</b>	<b>\$120.00</b>
<b>Total:</b>	<b>\$120.00 every 3 years</b>

**Payment Methods (add, update or delete)...** Payment methods are credit cards that you choose to use for payment of APS subscriptions and products. Credit cards can be deleted or replaced by selecting **Delete** or **Add payment method** and following instructions. These options may be chosen to stop automatic renewals in the future, discontinue membership, update expired credit cards or remove credit card information from the system. See below.



- Dashboard
- Orders
- My Subscription
- Downloads
- Addresses
- Payment methods**
- Account details
- Logout

Method	Expires	
Visa ending in		<b>Delete</b>
<b>Add payment method</b>		

**Account details (name, email address and password)...** Here you can change the name associated with your account and the way it is displayed in certain places on the website. Your email and website password is listed and this may also be changed if necessary. Passwords are never displayed on the website and administrators do not have access to them.



Dashboard  
Orders  
My Subscription  
Downloads  
Addresses  
Payment methods  
**Account details**  
Logout

First name \*  
William

Last name \*  
Peony

Display name \*  
Bill Peony  
*This will be how your name will be displayed in the account section and in reviews*

Email address \*  
youremail@example.com

**Password change**  
Current password (leave blank to leave unchanged)  
.....  
New password (leave blank to leave unchanged)  
  
Confirm new password  
  
Second Member Name \*  
Martha Peony

Save changes

**Addresses (billing and shipping address)...** Here you may edit the addresses for billing and shipping. We recommend you contact [membership@americanpeonysociety.org](mailto:membership@americanpeonysociety.org) if you change either address, as the website does not control mailing of the Bulletin and some other publications that are part of the membership package.

**Orders (products and subscriptions purchased)...** This area lists any purchases that have been made through the website and membership subscriptions (whether paid for through the website or mailed in).

**Downloads (not active at this time)...** In the future, APS members may have access to downloadable products and this will be the location for those records.

[Logout \(here or on any page\)...](#)Members may log out within their account or above the site navigation on any page.