# MY ACCOUNT HELP

LOGIN and NAVIGATION to MY ACCOUNT

This document does not cover all possible outcomes, but is directed at most commonly asked about functions.

Refer to numbers in images with the numbered descriptions below each image. Some variation in the display may be seen with the use of different devices.

Computer Montior Instructions   Cell Phone Instructions

Begin with Login…
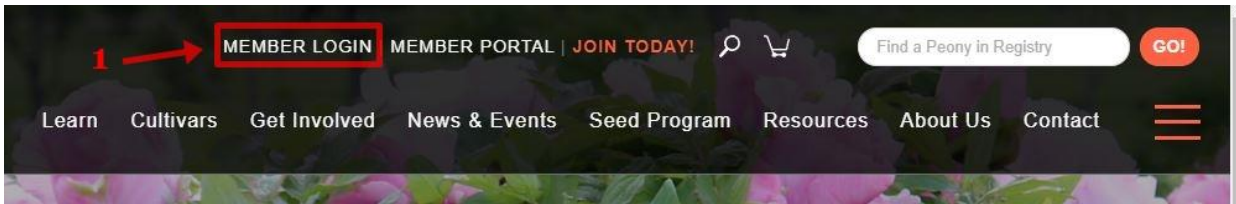
1) Login. To login into the the website, go to MEMBER LOGIN. This is found in the upper right-center navigation. Click on it.

2) Enter your email on file with APS. This must be the email you created your account with or no entry will be allowed.

3) Enter your password. Passwords are case specific and character which is not entered to match the password on file will prevent entry. We recommend you store your password in your browser. APS Administration cannot provide your password, as we don't not have access to personal accounts.

4) Click Log in. If your email and password you will see the screen in step 7.

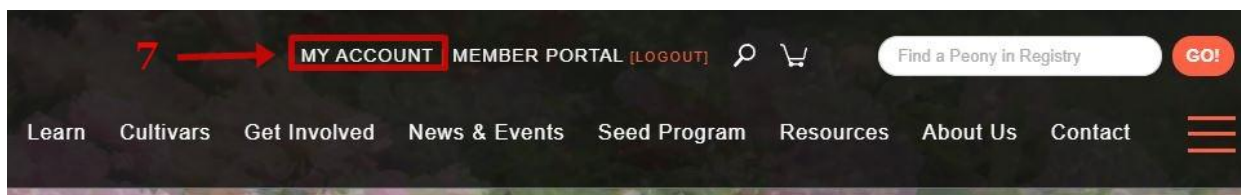5)   Click "Lost your password?" if you have forgotten your password. You will see step 6.

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

6

Username or email

Must match what you registered with|

Reset password

6) Enter your APS registered email or username. Click rest password and check your matching email. If you do not receive an email with rest instructions, check your spam filter or make sure APS is not blocked in your email application. If still do not find and reset email, it is likely you have entered the incorrect email in the Reset password field – try another email or username. If you continue to be unsuccessful, contact the webmater@americanpeonysociety.org and they can provide you with your username (not your password).

7 → MY ACCOUNT | MEMBER PORTAL [LOGOUT] 🔍 🛒 Find a Peony in Registry GO!

Learn   Cultivars   Get Involved   News & Events   Seed Program   Resources   About Us   Contact

7) After you have accomplished Log in, go to the top center – right navigation again and click on MY ACCOUNT (this appears in the place MEMBER LOGIN was located prior to login). This will take you to MY ACCOUNT.

Dashboard	Status	Active
Orders	Start date	December 17, 2020
My Subscription	Last order date	December 17, 2020
	Next payment date	January 1, 2027
Downloads	Auto renew	🔘
Addresses	Payment	Via visa card ending in
Payment methods	Actions	Change address

8
9

Click on My Subscription to view subscription settings. Note there are no cancellation options – you must contact membership@americanpeonysociety.org to do so. Terms and Conditions apply to cancelled memberships resulting in loss of benefits without a refund. Your address delivery address may be changed here as well, but it is recommended that your contact members@ to confirm it has been recorded properly.

8) The Auto renew toggle will appear. If it is orange in color it is enabled and your next membership will be renewed with the of the credit card on file (if it is current). If the toggle is grey (disabled) see step 10. The Auto renew toggle can be turned off if you would like to manually renew or not renew in the next cycle.

9) The member authorized credit card's last four digits will appear in the Payment listing below Auto renew.

10) Here, the Auto renew toggle is grey indicating that it is disabled (off). It may turned on if you would like to automatically renew your membership in the next cycle and a current credit card will need to be entered in Payment methods. Leave the toggle off (grey) if you would like to manually renew or undecided if you would like to be a member in the fuure.

11) Payment is shown as Manual Renewal.   You will not be renewed unless you authorize a renewal.

Click on Payment methods to view credit cards on file for your account.

12) Clicking delete will remove the card and it cannot be used to Auto renew or make manual payments. This is a good feature if you'd like make sure there is no possibility of renewal as it will overide any Auto renew feature of the website. While the website is very secure, some members do not want stored cards for security reasons – again delete the card if you have concern.

13) In the case a card is expired or if you'd to use a different card for payment, this is the place to do it. We recommend keeping no more than one card on file for security purposes.

It recommended that after any changes the browser be refreshed. This will allow you to see if the actions undertaken have taken affect.

Cell Phone Display
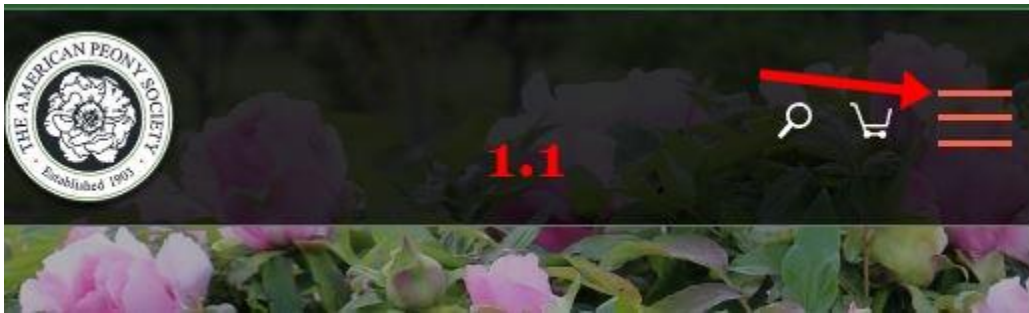
1.1)   Click on "Hamburger" (3 lines) to reaveal menu.

1.2)   Menu. Click on Member Login.

Log In   1.3

Email Address *

Your APS registered email

Password *

Your Password   👁

(Log in)   ☐ Remember me

Lost your password?

1.3) Enter your email on file with APS. This must be the email you created your account with or no entry will be allowed.

Enter your password. Passwords are case specific and character which is not entered to match the password on file will prevent entry. We recommend you store your password in your browser. APS Administration cannot provide your password, as we don't not have access to personal accounts.

Click Log in. If your email and password you will see the screen in step 7.

Click "Lost your password?" if you have forgotten your password. You will see step 6.

1.3a) Click on hamburger again to show menu.
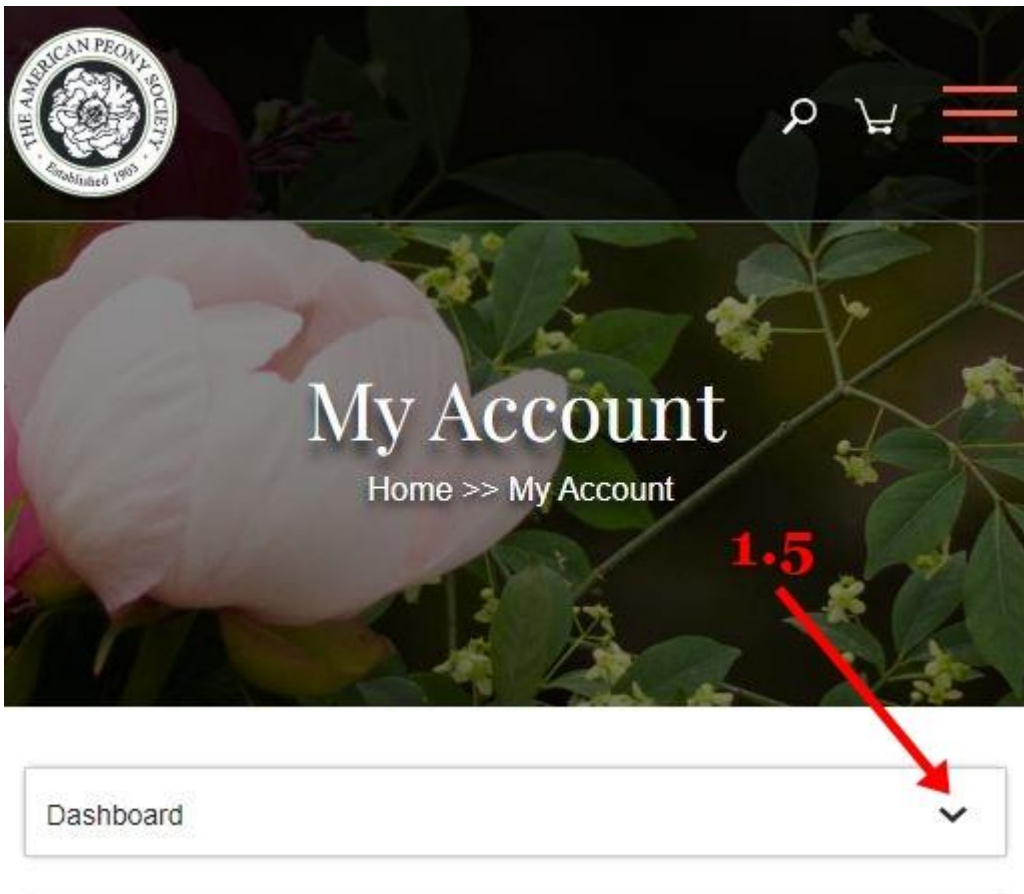
REGISTRY DATABASE
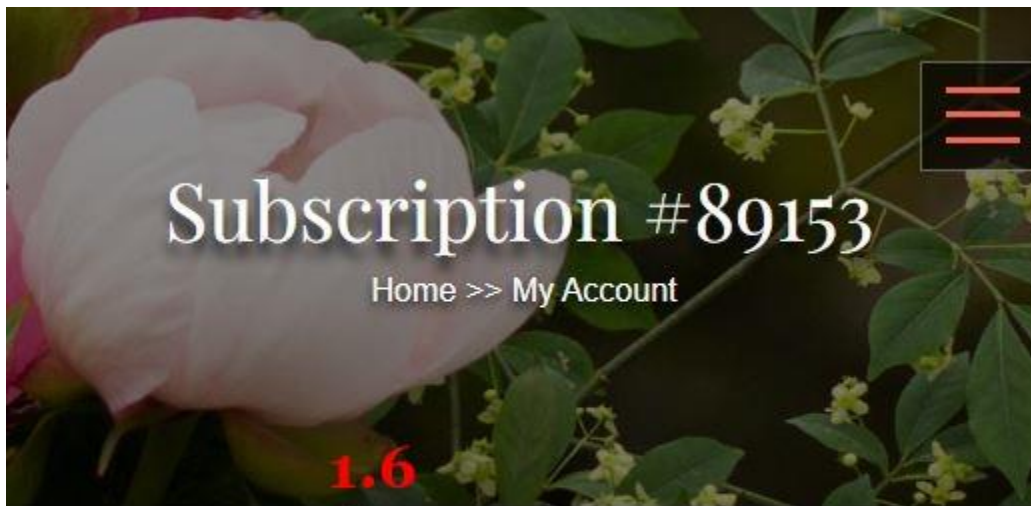
MY ACCOUNT [LOGOUT] ← 1.4

MEMBER PORTAL

JOIN TODAY!

Learn

1.4) Click on MY ACCOUNT

My Account

Home >> My Account

1.5

Dashboard ⌄

1.5) The MY ACCOUNT screen will display. Click on arrow in box which has "Dashboard". Choose My Subscription.

1.6 My Subscriptions appear below.

1.7 The Auto renew toggle will appear. If it is orange in color it is enabled and your next membership will be renewed with the of the credit card on file (if it is current). If the toggle is grey (disabled) see step 10.   The Auto renew toggle can be turned off if you would like to manually renew or not renew in the next cycle.

1.8) The member authorized credit card's last four digits will appear in the Payment listing below Auto renew.

1.9 My Subscription example with Auto renew turned off.

1.10) Here, the Auto renew toggle is grey indicating that it is disabled (off). It may turned on if you would like to automatically renew your membership in the next cycle and a current credit card will need to be entered in Payment methods. Leave the toggle off (grey) if you would like to manually renew or undecided if you would like to be a member in the fuure.

1.11 Payment is shown as Manual Renewal. You will not be renewed unless you authorize a renewal.
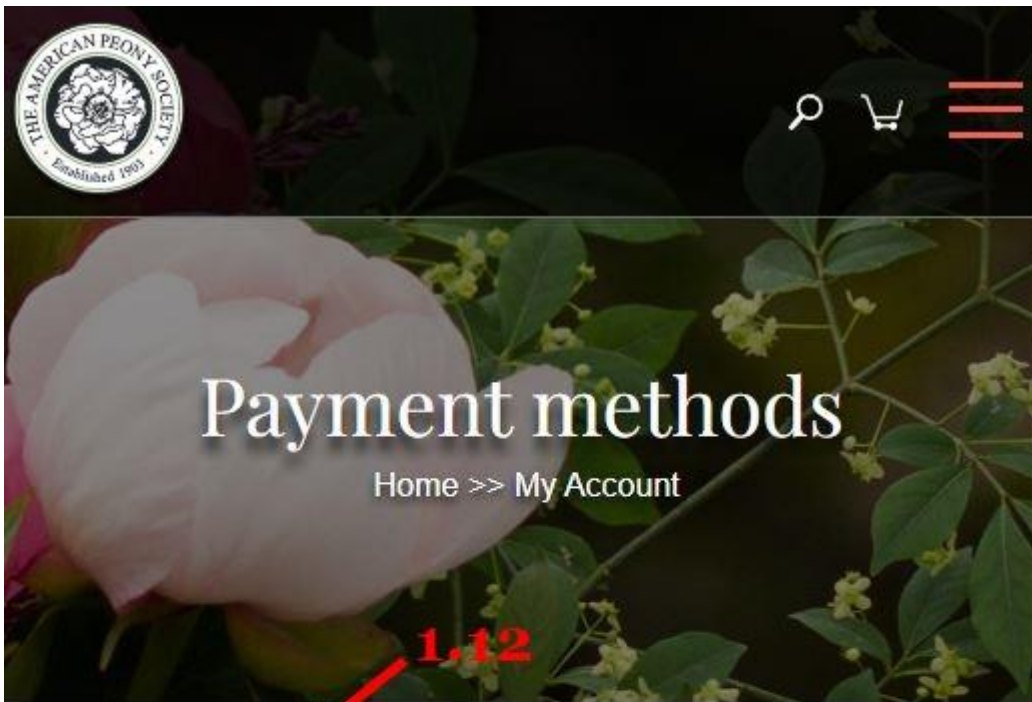
1.12 Click on Payment methods to view credit cards on file for your account.

1.13) Shows credit card currently on file.

1.14) Clicking delete will remove the card and it cannot be used to Auto renew or make manual payments. This is a good feature if you'd like make sure there is no possibility of renewal as it will overide any Auto renew feature of the website. While the website is very secure, some members do not want stored cards for security reasons – again delete the card if you have concern.

1.15) In the case a card is expired or if you'd to use a different card for payment, this is the place to do it. We recommend keeping no more than one card on file for security purposes.

It recommended that after any changes the browser be refreshed. This will allow you to see if the actions undertaken have taken affect.