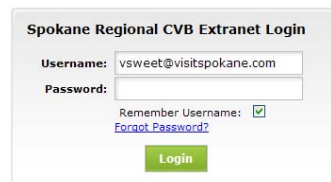


## **Member Login – Logging In/Getting Started**

### **Logging In:**

1. You will be sent an email from the Spokane Regional CVB with the link and a temporary password.
2. Click on the link, which will take you to a “Spokane Regional CVB Extranet Login” screen.
3. Your username is your full e-mail address.
4. Your password is the temporary password that was e-mailed to you.
5. You will be asked to change your password to one of your preference.
6. If you ever have problems getting into your account, contact Brooklyn Branson at [bbranson@visitspokane.com](mailto:bbranson@visitspokane.com) or 509-742-9382. She can reset your password and have a new one generated to you.

A screenshot of the "Spokane Regional CVB Extranet Login" form. The form has a title bar and contains the following elements: a "Username:" label followed by a text input field containing "vsweet@visitspokane.com"; a "Password:" label followed by a text input field; a "Remember Username:" checkbox which is checked; a blue link for "Forgot Password?"; and a green "Login" button at the bottom.