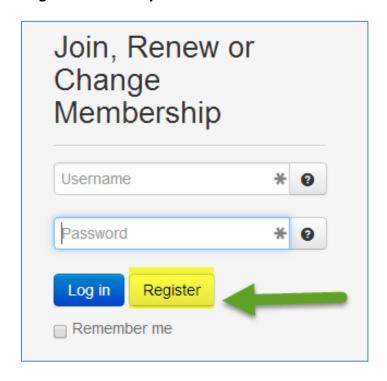# INSTRUCTIONS FOR CURRENT PAID MEMBERS TO REGISTER FOR THE CFGS WEBSITE

The procedure described below is only for members that joined CFGS before March 5, 2014 or for those who join after that date with a check and have not previously registered for the website.

If you join or renew your membership using our online form after this date registration is not necessary as it was a part of the online membership process.

If you are not sure if you have previously registered click on the **?** at the end of the User Name field and enter your email address. If you are a current member your username will be emailed to you.

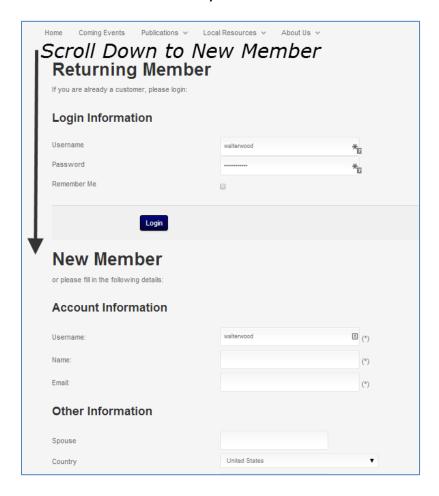From either our **_Home_** or **_About Us_** page and click on the **_Register_** button under **_Join, Renew or Change Membership_**.
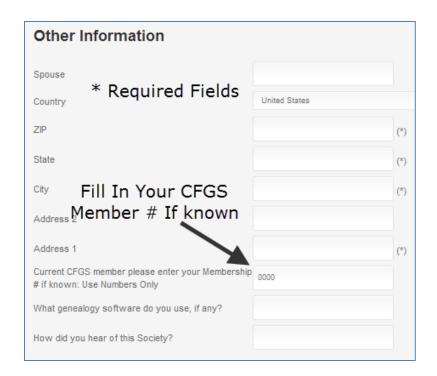

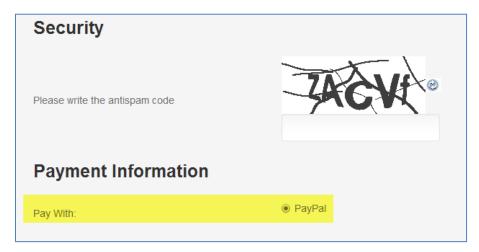In the next screen (below) choose **_Current Members Website Registration_** click **_Subscribe._**

Next scroll down and fill out the information under *New Customer*.

NOTE: You select your own *Username*.

Other Information

Spouse	
Country ***** Required Fields**	United States
ZIP	(*)
State	(*)
City **Fill In Your CFGS**	(*)
Address 2 **Member # If known**	
Address 1	(*)
Current CFGS member please enter your Membership # if known: Use Numbers Only	0000
What genealogy software do you use, if any?	
How did you hear of this Society?	

After filling in all required Information please include your **Current CFGS Membership #** if you know it as this can speed up registration approval. The antispam code (CAPTCHA) is required to ensure a human is filling out this form.

Security

Please write the antispam code   ZACVf

Payment Information

Pay With: ● PayPal

Ignore the *Pay with PayPal* message.

THERE IS NO CHARGE FOR CURRENT MEMBERS.

Finally, click on

Subscribe

Once you have completed the above steps, you will receive an email containing your **Username** and **Password and a link to activate your account**. **You MUST click on that link in order to activate your account.**

After activating your account it must be approved before you can log on. This is done manually and could take 24-48 hours. (If you provided you Member ID this can speed the process.)

If you have a problem registering please send a message explaining the problem you are having to the [Webmaster](). It might also be helpful to include your phone number.