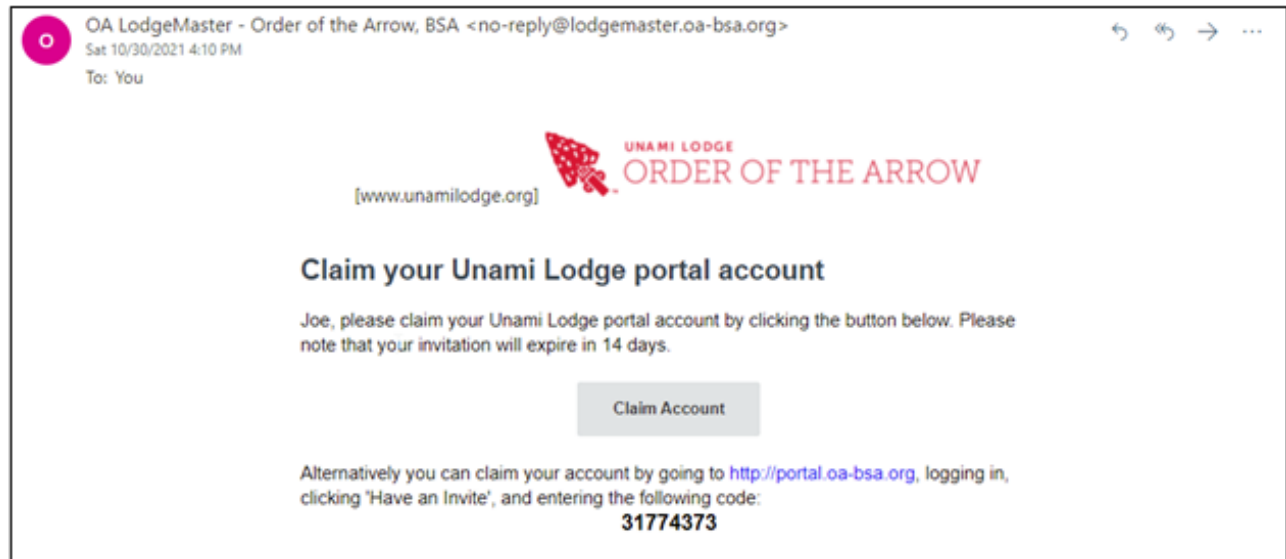


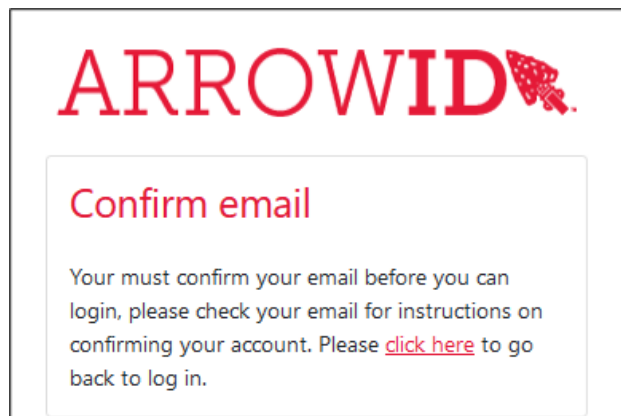
## Accessing the LodgeMaster Membership Portal

1. Once you are granted access to the Membership portal in LodgeMaster you will receive an email that looks like the photo below. Please note the 8 digit “claim account” number is unique for everyone.

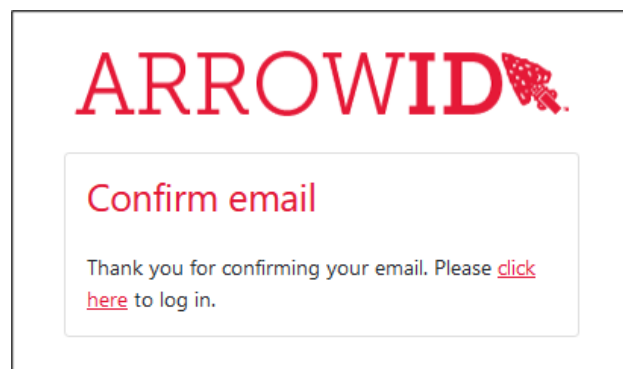


2. Click on the gray “Claim Account” Button and then click on “Create a New Account” button. Fill it out completely and you will eventually come to a screen that tells you to check your email to verify the email address you used. **It is highly recommended you use your same email address that you received the first email when creating a new account.**

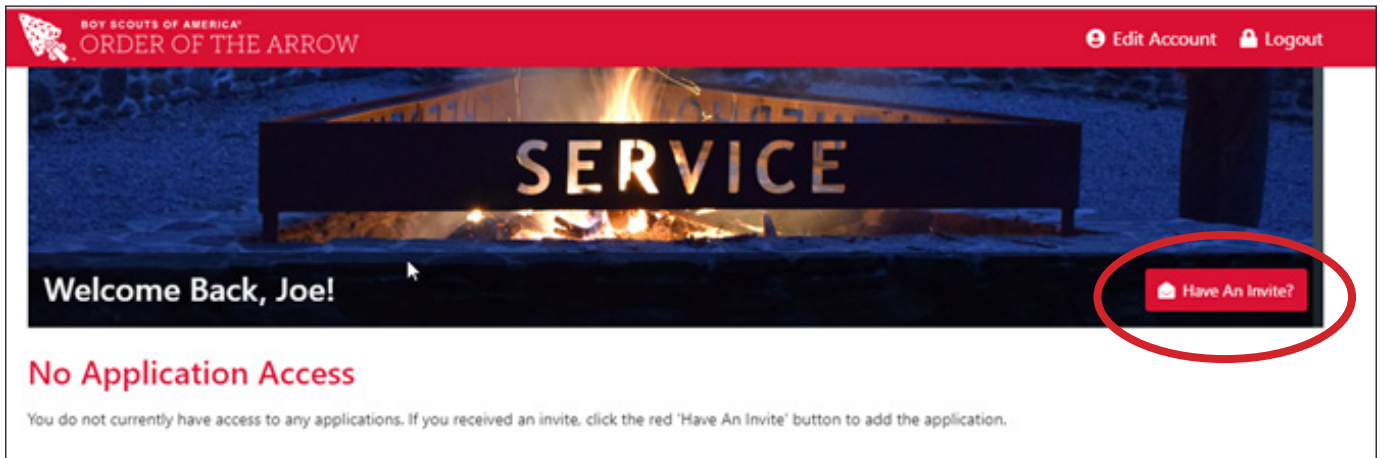
**Please Note:** If you do not receive the confirmation email, please check your junk/spam folder. Sometimes you will find it in there.



3. After the verification email gets to your email inbox once again click on the “claim account” button and you will get a screen that looks like the photo below. Click on the RED “click here”



4. After clicking on the link you will come to a screen that looks like the screen below. Click on the RED “Have an Invite” button.



5. Next you will come to the add application screen. Please select MEMBERSHIP PORTAL from the Application line and Council 525 - Cradle of liberty as the council and finally the unique code from the original email you received from National. When complete hit the ADD button

**ADD APPLICATION** ×

**Select the invite type and enter the code you received in the invitation email.**

Application: \*  

Member Portal **Select Membership Portal From Menu** ▾

Council: \*  

525 - Cradle of Liberty Council - Unami Lodge **Must Say 525 - COL** ▾

Code: \*  

25002643 **Unique Code from Original Email**

✓ Add

✗ Cancel

6. After adding your application you will be redirected to a screen similar to the screen below



7. Simply click on your name and you will be re-directed to the membership portal



8. Congratulations you can now edit your Lodge Profile