



How to set up an account in WEA-WIN

First time logging in

1. Open any browsers.
2. Go to this link: <https://wea-win.org/>
3. Bookmark the link
4. Verify WEA membership

The screenshot shows the WEA-WIN website interface. At the top left is the WEA-WIN logo. Below it, the text reads 'Welcome!' followed by 'If you already have a WEA-WIN account, please log in.' and 'If you do not have a WEA-WIN account, or you are unsure, please select Verify Membership Now.' There are two buttons: 'Verify Membership Now' and 'Go to Log In'. At the bottom, there is a checkbox labeled 'Don't show this again'.

- a. Enter your legal first name
- b. Enter your legal last name
- c. Enter your personal email address (will get compared with WEA data)

Verify Membership - Step 1

The screenshot shows a form titled 'Personal Info' with three input fields: 'First Name*', 'Last Name*', and 'Personal Email (Non-Work)*'. Below the form is a 'Next' button.

5. Success verification: Congrats! Please proceed to create a member account
 - a. Enter your personal email address again.
 - b. Create a password. (*8 characters minimum; an uppercase character, a lowercase character, a special character, and a number*)
 - c. Type the password again for confirmation
 - d. Select 'Create WEA Login'
6. Unsuccess verification: Create a non-member account and contact WEApd@WashingtonEA.org for assistance.