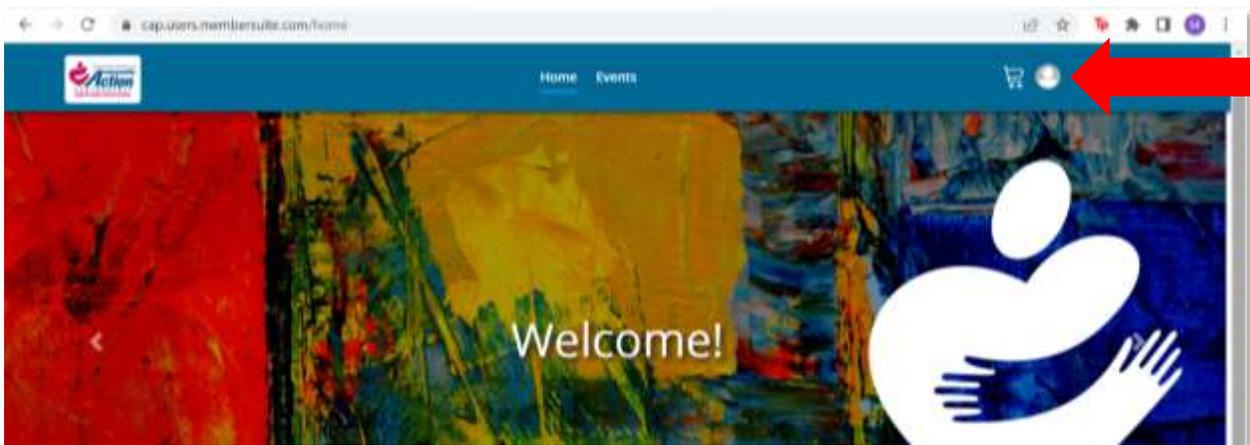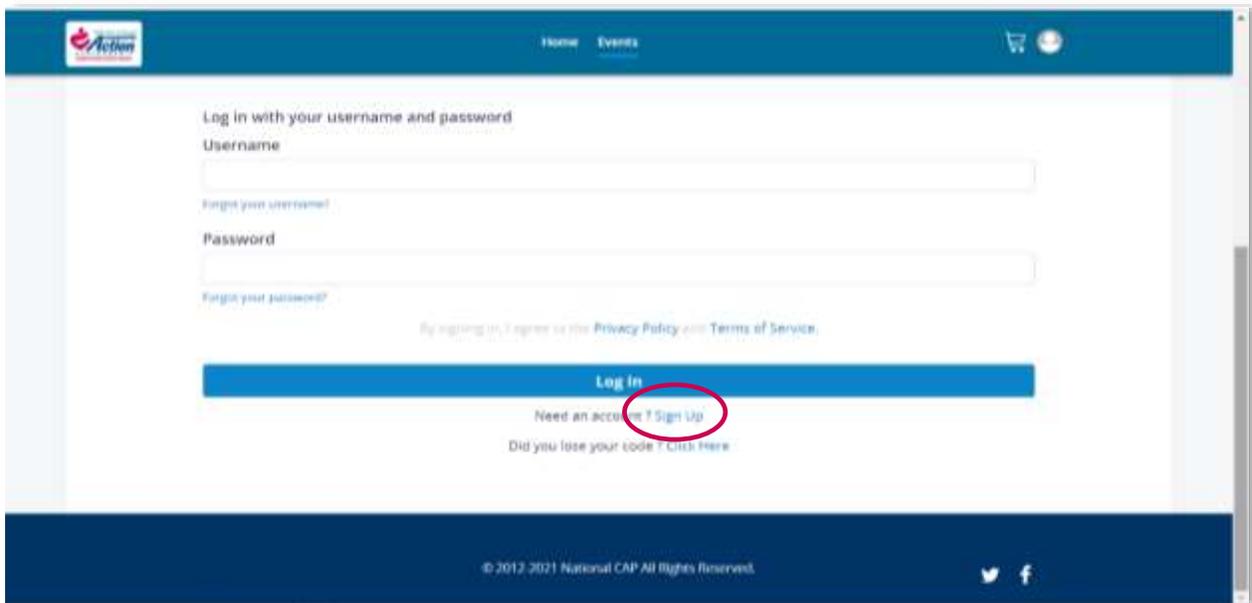# How to Create an NCAP MemberSuite Account

MemberSuite is NCAP's customer relations management system. You'll use it to register for events, manage your agency's contact information, and stay connected with peers.

STEP 1: Go to https://cap.users.membersuite.com/home. Then, select the image of a person in the upper right corner.

STEP 2: Log in to your agency account or create one.

IMPORTANT: If you are signing up/creating a new account, you will need to check your email for a verification code – *remember to check spam for your verification code if it does not appear in your Inbox*.

STEP 3: Enter your account information.

IMPORTANT: You can search for your agency by full name and/or acronym to make sure you receive applicable member benefits.

STEP 4: Select your communication preferences.

Your account setup is complete!