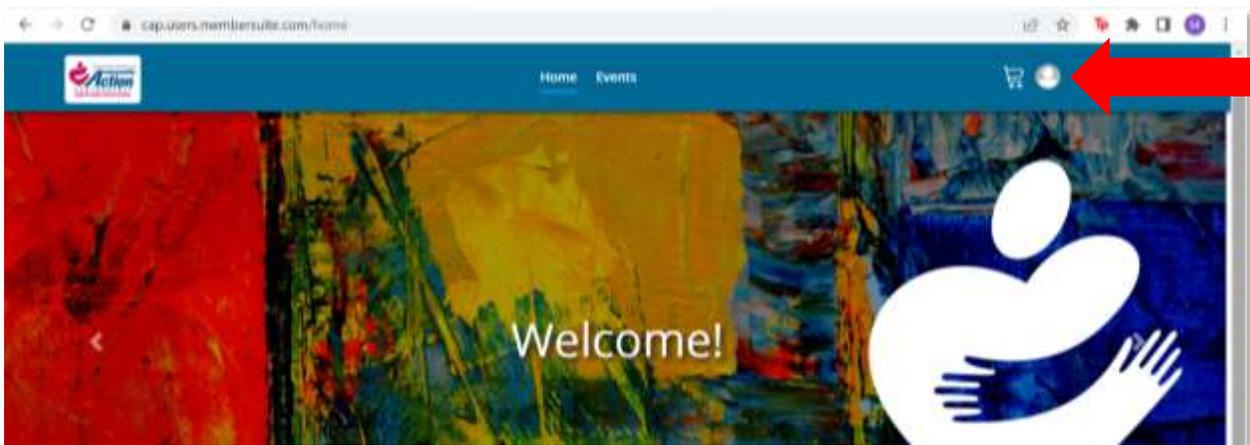




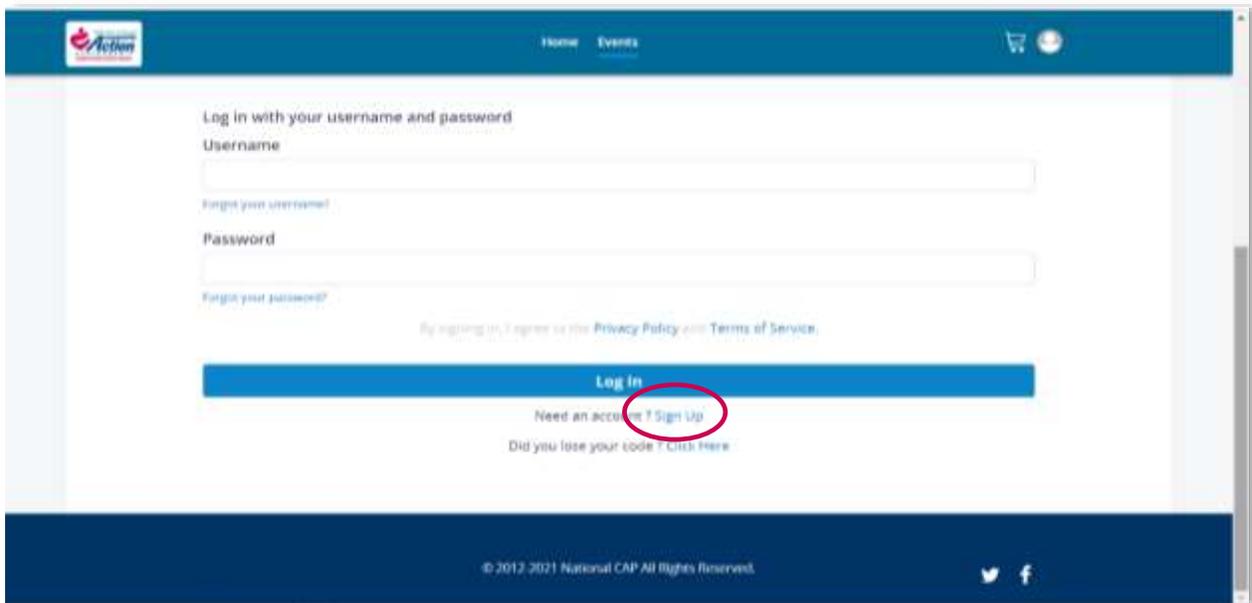
How to Create an NCAP MemberSuite Account

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.



The screenshot shows the registration page of the Community Action Partnership website. At the top, there is a dark blue header with the logo on the left, 'Home' and 'Events' in the center, and a shopping cart icon on the right. The main content area is white and contains the following elements:

- Text: "Sign up with a new account."
- Form field: "Username" with the text "ncapvents" entered.
- Form field: "Email" with the text "registracion@communityactionpartnership.com" entered.
- Form field: "Password" with a masked password "*****" entered.
- Button: A large blue button labeled "Sign Up".
- Text: "Already have an account? [Log In](#)"

At the bottom of the page, there is a dark blue footer with the copyright notice "© 2012-2021 National CAP All Rights Reserved." and social media icons for Twitter and Facebook.

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.*

The screenshot shows the account verification page of the Community Action Partnership website. At the top, there is a dark blue header with the logo on the left, 'Home' and 'Events' in the center, and a shopping cart icon on the right. The main content area is white and contains the following elements:

- Text: "We have sent a code to the email tied to the username entered. Enter it below to confirm your account."
- Form field: "Verification Code" with an empty input box.
- Button: A blue button labeled "Confirm Account".
- Text: "Didn't receive a code? [Resend it](#)"

At the bottom of the page, there is a dark blue footer with the copyright notice "© 2012-2021 National CAP All Rights Reserved." and social media icons for Twitter and Facebook.

STEP 3: Enter your account information.

Create Account

Organization Information

Communication Preferences

Create Account

Select the type of account you wish to create

Personal Information

Upload

Username
ncap@nchcs

First Name
NCAP Events

Last Name

Team

Next

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

Create Account

Organization Information

Communication Preferences

Organization Information

Which organization do you belong to?

I am affiliated with

Enter Name
Community Action Partnership Nebraska

Community Action Partnership National Office Washington DC US

Community Action Partnership National Office Washington DC US

My affiliated Organization does not appear. Create New

I am not affiliated with an Organization

Next

STEP 4: Select your communication preferences.

Your account setup is complete!