

Kiwanis Website - Member Login Instructions

1. Access our club's website at www.kiwanishighpoint.org and the Home page for the website will display like the example below.



2. Scroll down and click on **Member Login**. This will take you to the secure site setup only for members to access.



3. The following screen below will display for Member Login – it is called Portalbuzz Login. Follow the instructions on the screen. **If you are logging in for the first time. Click the link at the bottom for Register/Reset Password** to setup your login. You will get a box to enter your Email address and **click on Submit**. The system will email a hyperlink to your email for you to setup your password. Once this is completed, you can login to the site using your **email address** and **password** that you setup. Click **Member Login** from our website and enter your email and password and then click **Login**.

