

# How to Create a CAPC User Account

1. Visit [capc.org](https://www.capc.org) and click “Create Account” in the upper right corner.



2. Type in the name of your organization in the text box and click “Search”.

## Create an Account

As the first step to creating your own user account, check to see if your organization is a CAPC member by typing your organization's name in the box below. Once your account is created, you'll have free access to all member resources.

3. After you've selected your organization, you will complete your profile. Be sure to provide your **work email address**. Create a password, and then answer the remaining questions on the following pages by clicking “Continue.” The final page is CAPC's terms and conditions; check “agree” and then click “Create Account.”
4. Check your email inbox for a **verification email** from [noreply@capc.org](mailto:noreply@capc.org) and click the link provided to finalize set-up. If the email is not in your inbox, check your junk/spam folder.
5. Upon subsequent visits to [capc.org](https://www.capc.org), click “**Login**” in the upper right corner, and enter your email address and the password you created. You may also log in wherever you encounter members-only content (identified with a lock icon) by clicking “Members Login.”

Watch this [seven-minute video](#) for an introduction to the resources available to you on [capc.org](https://www.capc.org).

For assistance setting up your account, email [membership@capc.org](mailto:membership@capc.org).

For assistance with content, email [memberrelations@capc.org](mailto:memberrelations@capc.org).