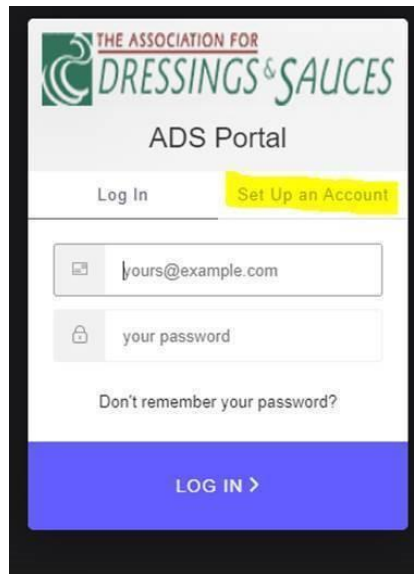


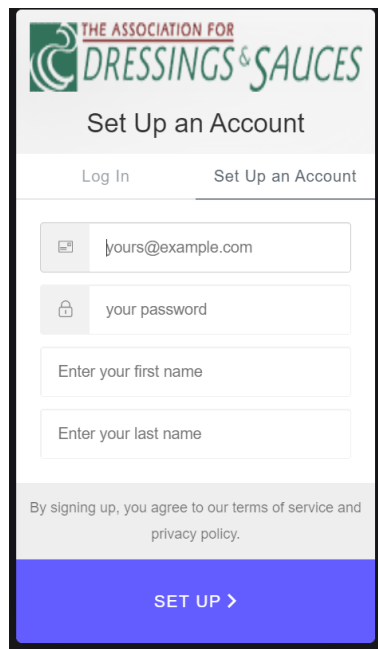
Setting Up Your Member Portal Account

- Please navigate to this page, <https://portal.dressings-sauces.org>
- You will see the log in-screen.
- **DO NOT LOGIN or select FORGOT PASSWORD.**
- Since this will be your first time signing in, you'll need to click this statement: **“Set up your account”**



The screenshot shows the ADS Portal login interface. At the top is the logo for 'THE ASSOCIATION FOR DRESSINGS & SAUCES' and the text 'ADS Portal'. Below the logo are two navigation links: 'Log In' and 'Set Up an Account', with the latter highlighted in yellow. There are two input fields: one for an email address (containing 'yours@example.com') and one for a password (containing 'your password'). Below the password field is a link that says 'Don't remember your password?'. At the bottom is a large blue button labeled 'LOG IN >'.

- After you click on the “Set up your account” link, you should be taken to a screen that looks similar.



The screenshot shows the 'Set Up an Account' screen. At the top is the same logo as the previous screen, followed by the text 'Set Up an Account'. Below the logo are two navigation links: 'Log In' and 'Set Up an Account'. There are four input fields: one for an email address (containing 'yours@example.com'), one for a password (containing 'your password'), one for 'Enter your first name', and one for 'Enter your last name'. Below the input fields is a small text box that says 'By signing up, you agree to our terms of service and privacy policy.'. At the bottom is a large blue button labeled 'SET UP >'.

- You'll know you're on the right page if you see "Already have an account?" link on the bottom of your page. No need to click that link.
- Enter the email address associated with your ADS membership (***most likely, it's your company email address***). This will help ensure you are connected to your company's record. **Note: If you do not use the email address associated with your ADS membership, your account will not be linked to your company's membership. As such, the database will treat you as a non-member, which will limit your access to the database, and you will not be allowed to register for any meetings at the member rate.**
- Create a new password for your account and click "Continue".
- You will be sent an email and asked to verify your email address by clicking the link within. This ensures you have provided a valid email address.