

LOGGING IN AND UPDATING YOUR REGISTERED ACCOUNT DETAILS

Logging in

• Go to <u>www.lobbying.scot</u>. Click on <u>Login</u>.

The South Taylormer	Home News Lögin Register About Us Holp
Lobaying Register Clar-colleochaidh	Darhaugh Asiatheachdum <u>Log a Nizoch</u> Christich Mar dealham Tace
Inder - Login All fields must be completed Email Password Pargot password Remember me? Show password Remember me? Store (Store	Login account guidance Enter your registered email address and password in the appropriate fields. The "Remember me?" tickbox can be setted if you would go again. The "Remember me?" tickbox can be setted if you would go again. To security reasons you will also need to enter the letters and numbers displayed in the picture (or audio description) in order to confirm that you are a human user and not a bot. Copyright Contact us Terms and Condition Privacy Phility Accessibility

<u>Email</u> - use the registered email address chosen by your organisation when registering. There is only one account per organisation. You will always need access to this email account.

- <u>Password</u> use the password chosen by your organisation when registering. You can click on 'Forgot password' if you have forgotten this. It will generate a password change request to the registered email account (above).
- Complete the Captcha code and click Login.



Updating your registered account details

- <u>Log in</u> (see previous).
- Click on Update Account.



- To change your **registered e-mail address** or **Registrant Name**, choose <u>Login & security</u>. Under <u>Email</u>, or <u>Registrant</u> <u>Name</u>, make your changes and click <u>Submit</u>.
- To change all other details, choose Edit account details. Make changes to any of the available fields and click Submit.