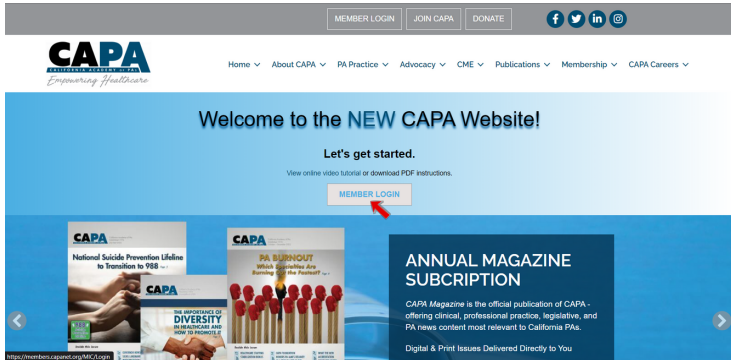


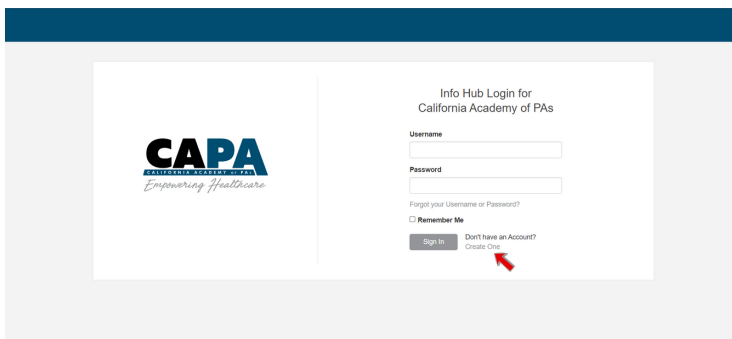
# Create an Account

CAPA Members and new users will need to create an account using their current email address on file. Questions or issues with logging in can be directed to [capa@capanet.org](mailto:capa@capanet.org).

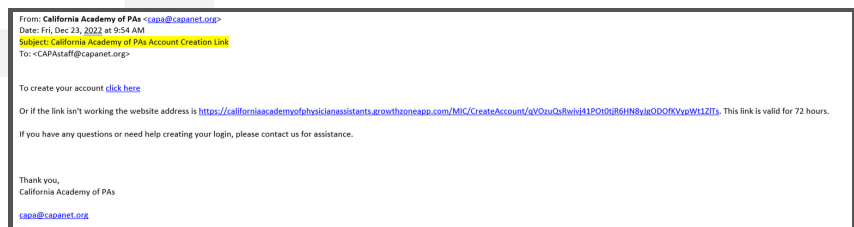
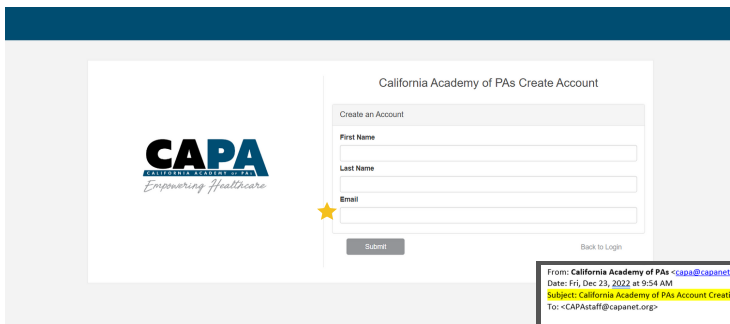
1. To create your account, from the CAPA homepage, click on MEMBER LOGIN



2. If you've already created your log in you can sign into the Info Hub using your new credentials, but if you haven't created your account, click on Create One.



3. Enter your first name, last name and email address. Your last name and email address is key and has to match what we have in our database in order for the system to recognize you. If you have a new email or changed your last name recently, please contact CAPA ([capa@capanet.org](mailto:capa@capanet.org)) beforehand so that we can update your information in our database. Once you enter your information and hit submit, you'll receive an activation email to your inbox momentarily. Be sure to check your spam or other filtered inboxes if you do not see the email right away.



4. Your activation email will have a link to create a Username and Password  
 Once you set that up, you can go back to the login page and sign in with your new credentials.