

Members –

Enjoy your member benefits online! Here are some quick instructions to help you log in to your account, renew your membership and reserve your tickets.

If you are a member, we've already set up an online account just for you. Here's how you can **log in to your account** for the first time:

- Visit the Museum's Web site at www.ncartmuseum.org/memberslogin
- Initially you must enter the following information on Members Login page:
 - E-mail address: **(first 2 letters of your last name + 6-digit member account number)**
 - Password: **(6-digit member account number)**
 - Click on "Login" button
- Your personal information appears on the next screen. You can now change your email address and create a personalized user ID:
 - Update your personal information if necessary.
 - Following the phone number information you will see the email address field populated with the first 2 letters of your name + 6-digit member account number.
 - Please **change your email address** so that it reflects your actual email address and **assign a 6-character password** for your account. After you change your password the system will recognize this as your official email address and password as soon as you select one of the options at the bottom of the screen.

To **renew your membership** select **RENEW MEMBERSHIP** at the bottom of the screen. The next page will display your current membership category as well as any affiliate group information.

- Select the desired membership level (the system will automatically default to your previous level) and any affiliate groups.
- Verify the total amount of your credit card charge, which appears under the affiliate groups.
- Update Name on Membership Card if necessary.
- Include payment information and when complete select **click here to finalize purchase and authorize payment.**
- You will receive an email notification of the transaction.
- Your membership card will be mailed in 7-10 business days.

To **reserve your event tickets** select **PURCHASE TICKETS** at the bottom of the screen.

- Choose your day to visit the exhibition (in the right hand corner of the screen you may select **view all events** or **view by month**) and **BUY TICKETS.**
- The system will automatically determine the number of discounted tickets you receive based on your membership level. You may also purchase additional tickets at any level. (If you would like to reserve tickets for other days, **select another event** and repeat the process)
- Select **Add Seats to Cart** when finished with your order.
- Review **Order Summary**
- Select **Check Out** and review invoice.

- Select **Ticket Delivery Option**
- Include payment information and when complete select ***click here to finalize purchase and authorize payment.*** Each on-line and phone ticket transaction incurs a \$3 service fee.
- You will receive an email notification of the transaction.