

How to Login and Manage My ZI Membership Profile

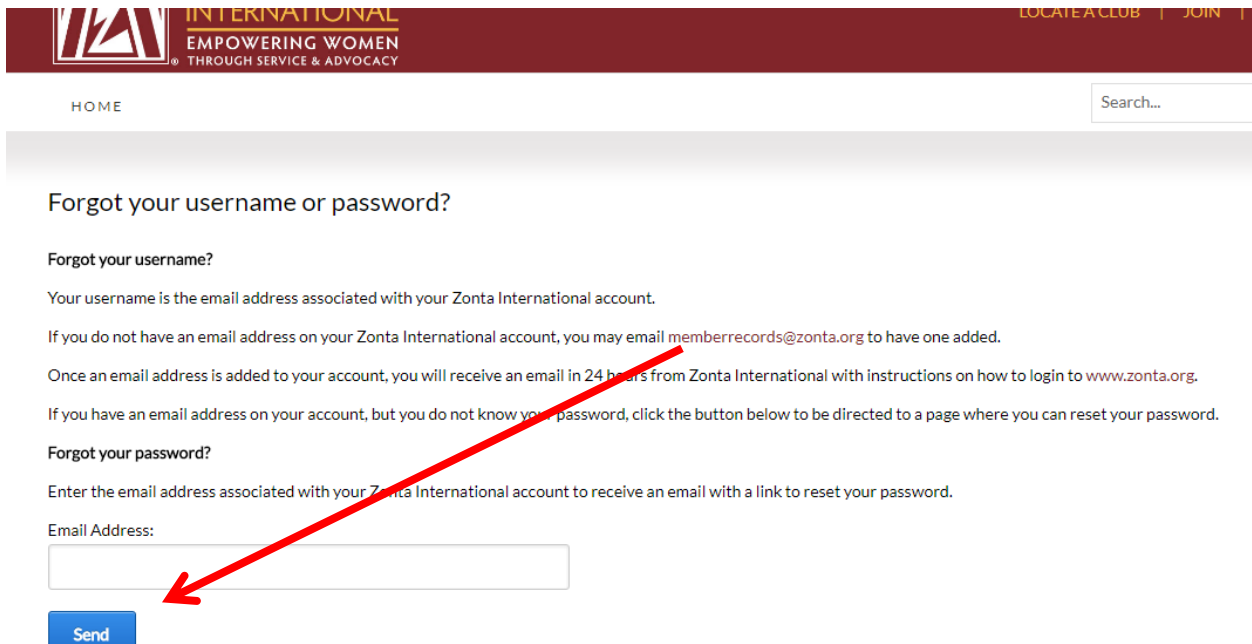
- Click on the linked page number to the right of each section below to be taken directly to that section.

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How to Set Up/Reset Your Password for the ZI Website

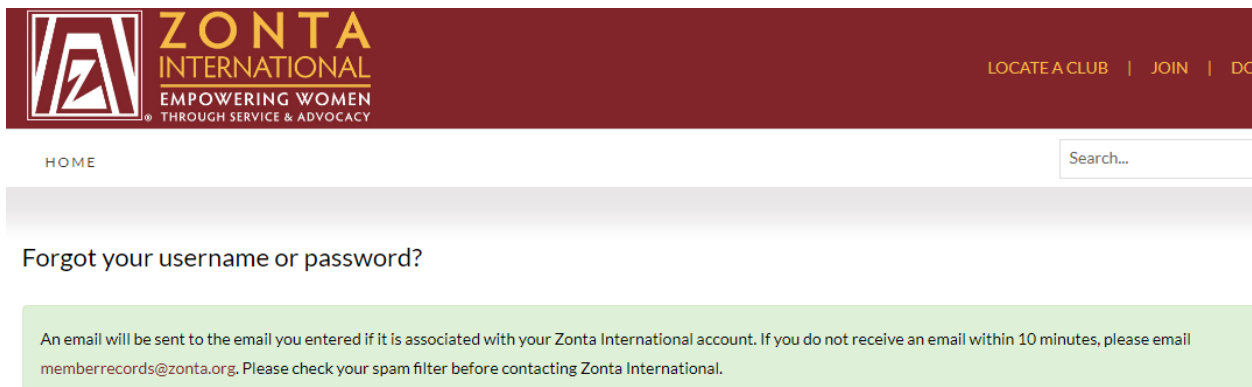
If you haven't reset your password recently, are a new member, or forgot your password, please follow the instruction below. If you have already reset your password, please skip to page 6.

1. Go to membership.zonta.org/Reset-Your-Password
2. Enter the email address that you have on file with Zonta International. Then click the "send" button.
 - If you do not know what email address you have on file with Zonta or you have a new email address, please email us at memberrecords@zonta.org.



The screenshot shows the Zonta International website header with the logo and navigation links. Below the header is a search bar and a navigation menu. The main content area is titled "Forgot your username or password?". Underneath, there are two sections: "Forgot your username?" and "Forgot your password?". The "Forgot your password?" section contains a text input field labeled "Email Address:" and a blue "Send" button. A red arrow points from the text "click the button below" in the instructions to the "Send" button.

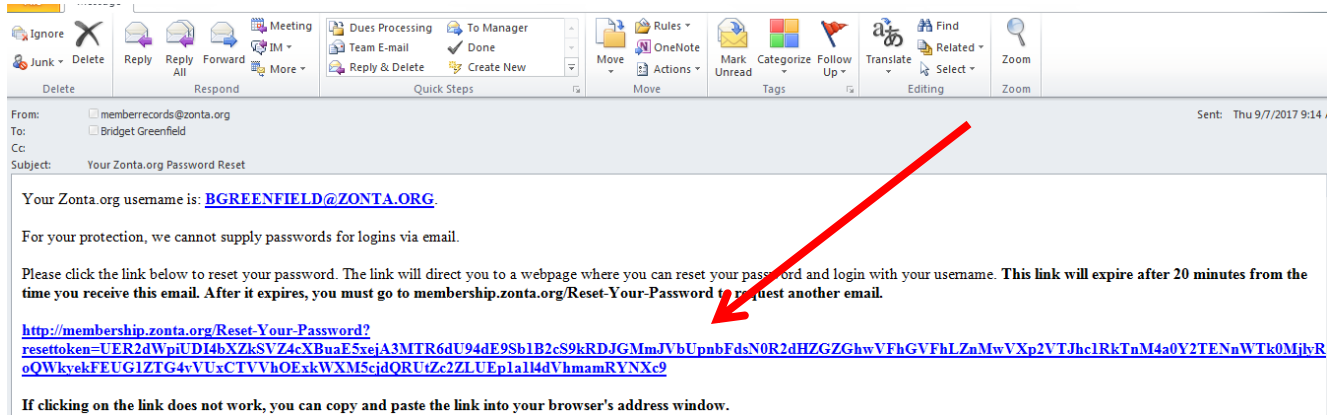
3. The following page will appear after you click "send."



The screenshot shows the Zonta International website header with the logo and navigation links. Below the header is a search bar and a navigation menu. The main content area is titled "Forgot your username or password?". Below this title is a green box containing the following text: "An email will be sent to the email you entered if it is associated with your Zonta International account. If you do not receive an email within 10 minutes, please email memberrecords@zonta.org. Please check your spam filter before contacting Zonta International."

4. You will receive an email with a link to reset your password that will come from memberrecords@zonta.org. Either click on the link in the email or copy the entire link and paste it into your web browser. If attempting one of these does not work, please try the other.

- Please note that the link is unique to you and is only active for 20 minutes. If you do not see the email, please check your spam or junk folder.



- If copying and pasting the link or clicking on the link does not work, please email memberrecords@zonta.org to request assistance.

- This should take you to a page where you can enter a new password. Please note that you cannot enter a previous password for membership.zonta.org as the new password because it will not be accepted. Also, the password must be at least 7 characters long and contain both letters and numbers.



ZONTA
INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

[HOME](#)

Forgot your username or password?

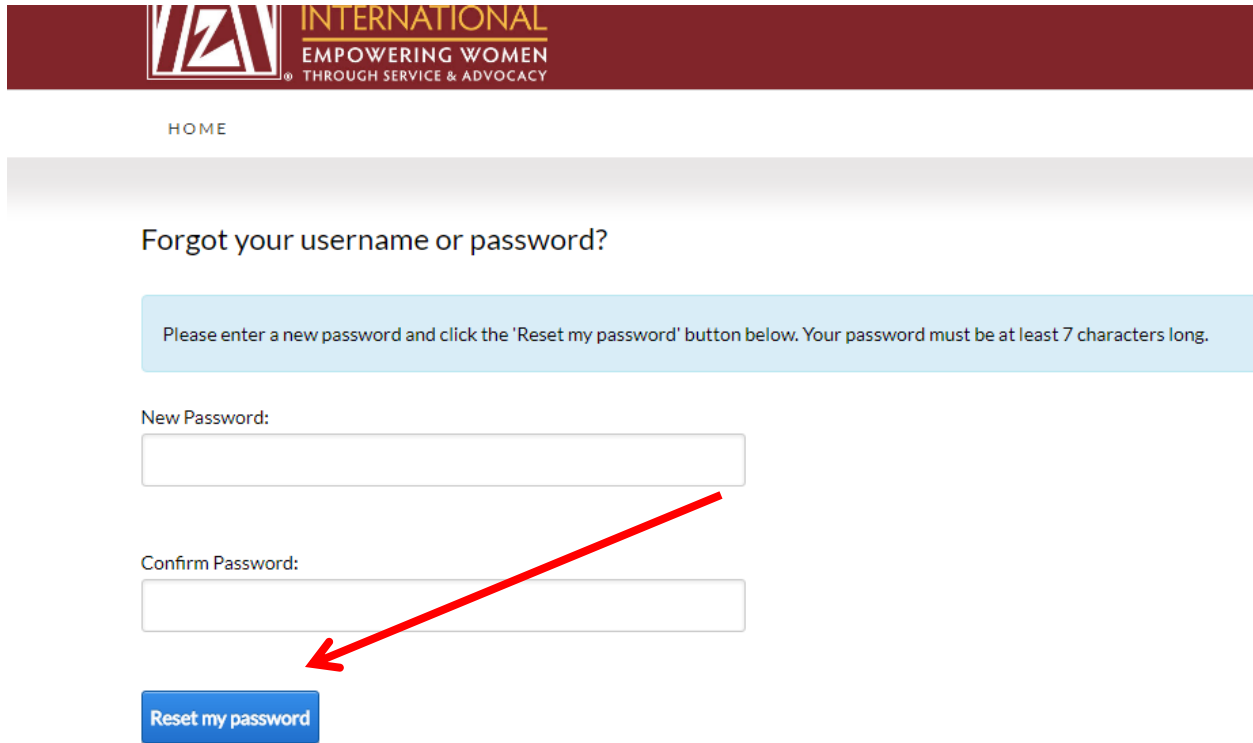
Please enter a new password and click the 'Reset my password' button below. Your password must be at least 7 characters long.

New Password:

Confirm Password:

[Reset my password](#)

6. After you have entered a new password, click the “reset my password” button.



INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

HOME

Forgot your username or password?

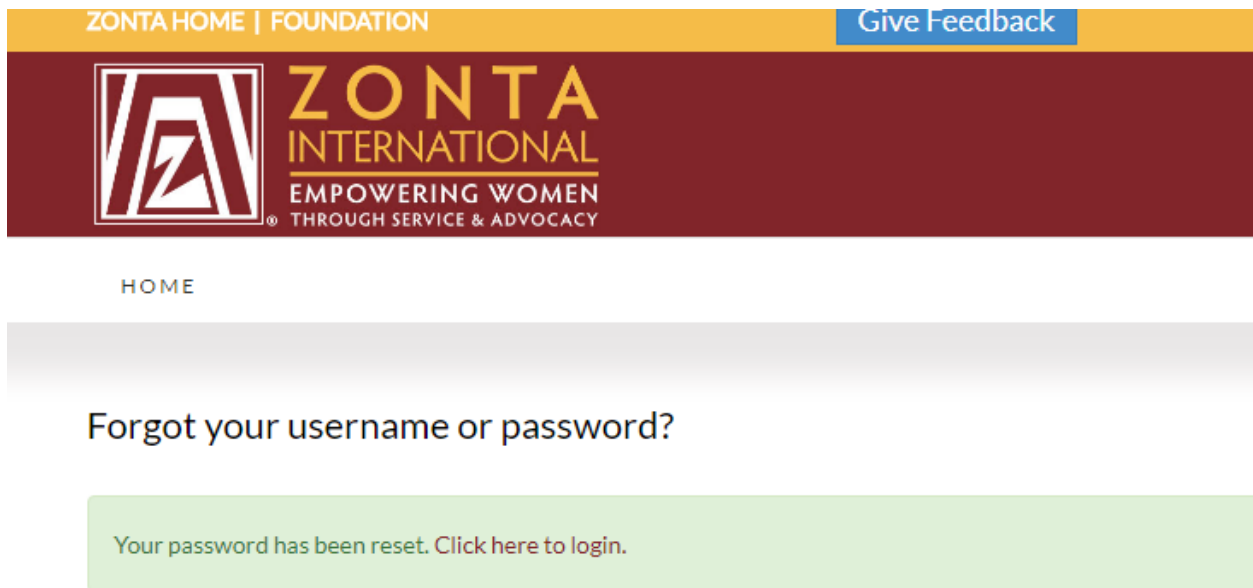
Please enter a new password and click the 'Reset my password' button below. Your password must be at least 7 characters long.

New Password:


Confirm Password:

[Reset my password](#)

- You will see the following page after you have successfully reset your password. Click on “Click here to login” to go to the login page.



ZONTA HOME | FOUNDATION [Give Feedback](#)



ZONTA
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HOME

Forgot your username or password?

Your password has been reset. [Click here to login.](#)

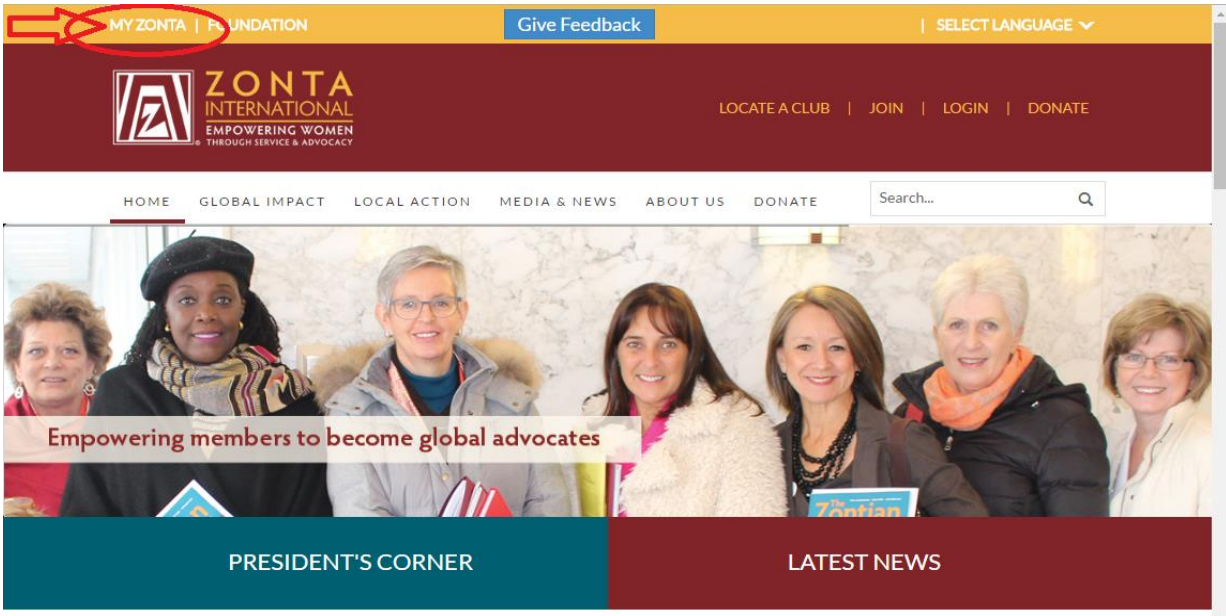
➤ You will receive the following email after you have successfully reset your password.

From: memberrecords@zonta.org
To: Bridget Greenfield
Cc:
Subject: Your password for the Zonta International website has been changed

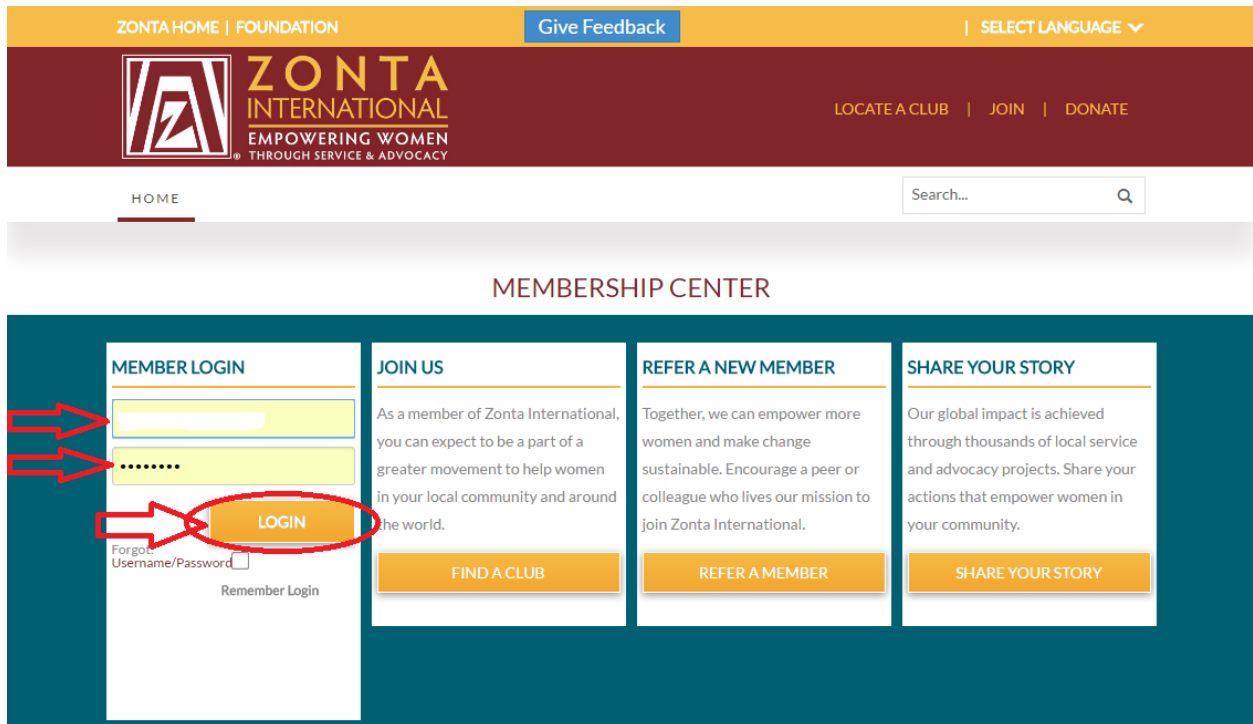
Your password was changed for your account at the Zonta International website. If you didn't change your password, please contact the system administrator.

How to Login to the ZI Website

1. To login to the ZI website, go to www.zonta.org and click on the **MY ZONTA** button.



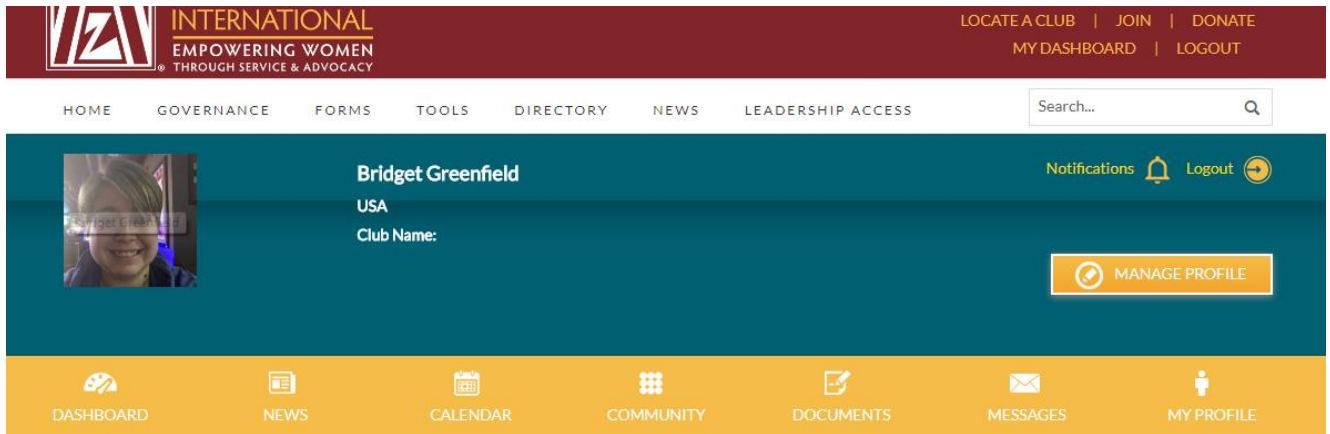
2. Next, enter your email address and password. Then click the **LOGIN** button.



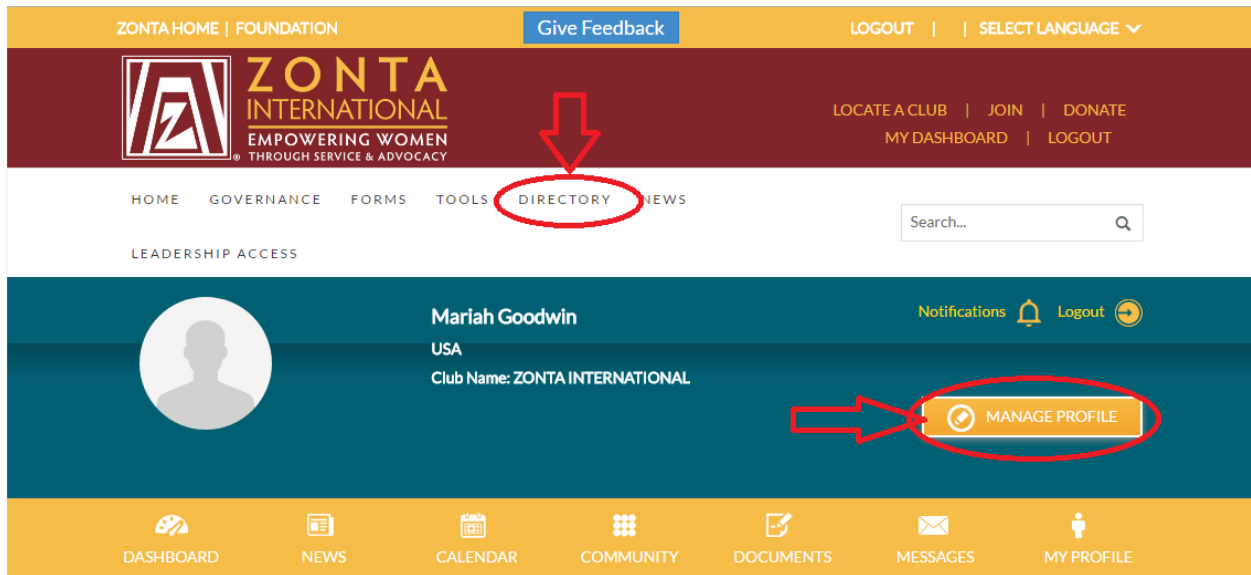
If you cannot login after following the instructions, get locked out of your account, or have additional questions, please contact us at memberrecords@zonta.org or 1.630.928.1400.

How to Edit Your Account Information

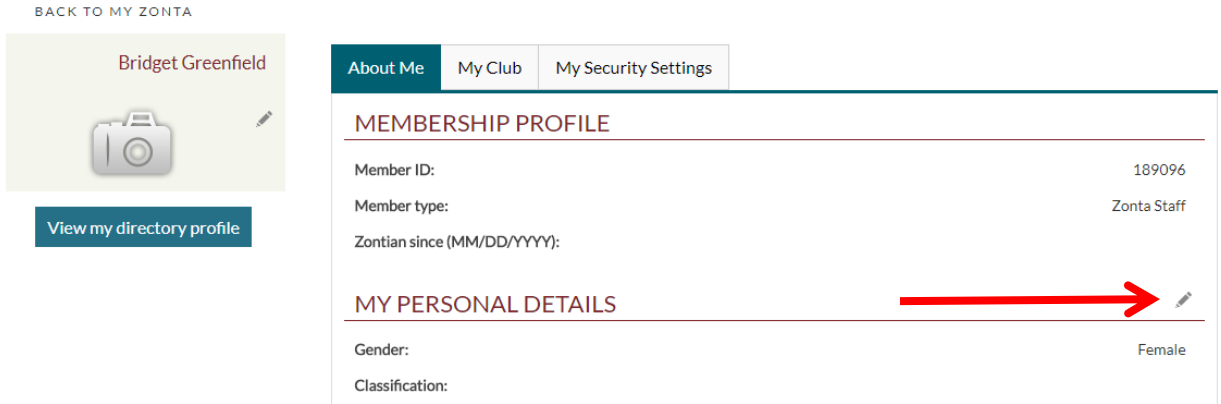
1. Once you login, you will be taken to your dashboard.



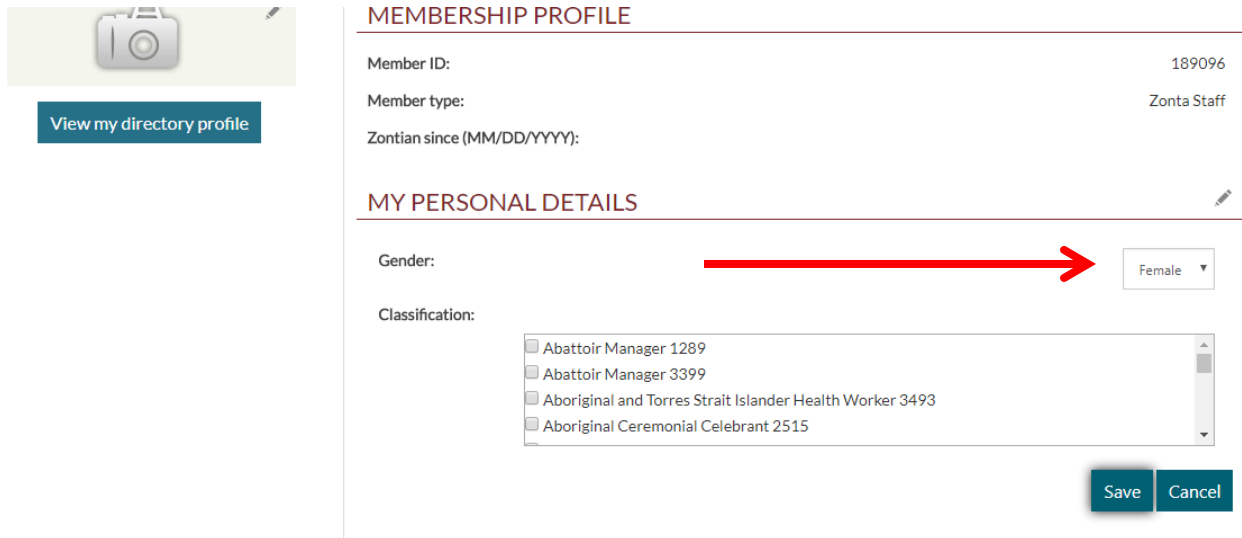
2. Click on the **DIRECTORY** button to search for other members.
3. Click on the **MANAGE PROFILE** button to view and edit your account information.



4. After clicking on the **MANAGE PROFILE** button, click on the pencil icon to the right of MY PERSONAL DETAILS to select your gender and classification code/occupation.



5. Click on the dropdown box to select your gender.



- Click on the box to the left of your occupation/classification code to select your occupation/classification code.

About Me | My Club | My Security Settings

MEMBERSHIP PROFILE

Member ID: 189096
Member type: Zonta Staff
Zontian since (MM/DD/YYYY):

MY PERSONAL DETAILS

Gender: Female ▾

Classification:

- Accompanist 2537
- Accountant 2211
- Acquisitions Librarian 2243
- Acquisitions Librarian 2292

Save Cancel

- If you want to remove your occupation/classification code, uncheck the box and click “save.” You must uncheck your previous occupation/classification code to remove it. If you do not uncheck it, both your previous occupation and your new occupation will appear.

- Click “save” to save your gender and occupation/classification code.

8. To edit your home address, click on the “home” tab under MY ADDRESS and then click on the pencil icon. **Entering a home address is required, but entering a business and/or temporary address is optional.**

About Me My Club My Security Settings

MEMBERSHIP PROFILE



Member ID: 189096
Member type: Zonta Staff
Zontian since (MM/DD/YYYY):

MY PERSONAL DETAILS

Gender: Female
Classification:

MY ADDRESS

Home Business +

IL ✓ Preferred Mailing Address
USA ✓ Preferred Billing Address
[Show map](#)
bgreenfield@zonta.org

9. Enter your address, phone number, fax number, and email address, and then click “Save & Close” to save your home contact information to your directory profile.

Edit address

Home

Country

Address

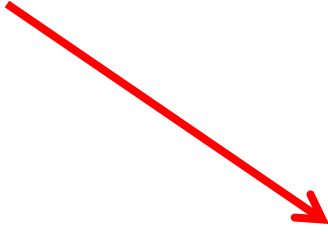
City

State

Postal code

Phone

Preferred Mailing Address
 Preferred Shipping Address
 Preferred Billing Address



10. To edit your business address, click on the “business” tab under MY ADDRESS and then click on the pencil icon.

Navigation tabs: About Me | My Club | My Security Settings

MEMBERSHIP PROFILE

Member ID:	189096
Member type:	Zonta Staff
Zontian since (MM/DD/YYYY):	


MY PERSONAL DETAILS

Gender:	Female
Classification:	

MY ADDRESS

Home | **Business** | +

1211 W. 22nd Street Oak Brook, IL 60523 USA Show map	✓ Preferred Shipping Address
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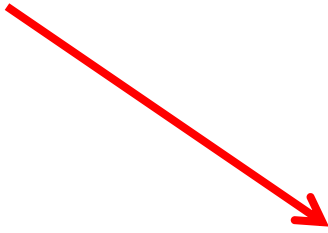
11. Enter your address, phone number, fax number, and email address, and then click “Save & Close” to save your business contact information to your directory profile.

Edit address 🔄 □ ✕

Business

Country	<input type="text" value="USA"/>	<input type="checkbox"/> Preferred Mailing Address
Address	<input type="text" value="1211 W. 22nd Street"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/> Preferred Shipping Address
City	<input type="text" value="Oak Brook"/>	<input type="checkbox"/> Preferred Billing Address
State	<input type="text" value="Illinois"/>	
Postal code	<input type="text" value="60523"/>	
Phone	<input type="text"/>	

Save & Close **Cancel**



12. Click on the plus sign to the right of the business tab to add a temporary address.

Navigation tabs: About Me | My Club | My Security Settings


MEMBERSHIP PROFILE


Member ID: 189096
Member type: Zonta Staff
Zontian since (MM/DD/YYYY):

MY PERSONAL DETAILS

Gender: Female
Classification:

MY ADDRESS

Home | **Business** | + 

1211 W. 22nd Street
Oak Brook, IL 60523
USA
[Show map](#) ✓ Preferred Shipping Address 

13. Enter your address, phone number, fax number, and email address.

14. Click on the box to the left of one or more of the following if the temporary address is for mailing, shipping, or billing: Preferred Mailing Address, Preferred Shipping Address, and Preferred Billing Address. Then click on “Save & Close” to save your temporary contact information to your directory profile.

The screenshot shows a 'New Address' form with the following fields and options:

- Purpose:** A dropdown menu set to 'Temporary'. A red arrow points from this dropdown to the 'Preferred Mailing Address' checkbox.
- Country:** A dropdown menu set to 'USA'.
- Address:** Three stacked text input fields.
- City:** A text input field.
- State:** A dropdown menu set to 'Armed Forces America:'.
- Postal code:** A text input field.
- Options:** Three checkboxes: 'Preferred Mailing Address', 'Preferred Shipping Address', and 'Preferred Billing Address'. The 'Preferred Mailing Address' checkbox is selected.
- Buttons:** 'Save & Close' and 'Cancel' buttons at the bottom right. A red arrow points from the bottom of the form to the 'Save & Close' button.



- You can add a temporary address if you have another residence in addition to your primary home address.

Manage Profile: My Club Tab

Click on the “My Club” tab to the right of the “About Me” tab. This tab shows your club’s district, area, and club number. **This cannot be edited.**

BACK TO MY ZONTA

Bridget Greenfield



[View my directory profile](#)

About Me **My Club** My Security Settings

MY CLUB

Zonta Club of:

District:



Area:

Club number:

Manage Profile: My Security Settings Tab

1. Click on the “My Security Settings” tab to change your password and communication preferences.

Bridget Greenfield



[View my directory profile](#)

About Me My Club **My Security Settings**

CHANGE YOUR PASSWORD

Current username is BGREENFIELD@ZONTA.ORG

[Change password](#)

COMMUNICATION PREFERENCES


Do you want to be excluded from the online member directory?	No
Do you want to be placed on Zonta International's "Do Not Mail" list?	No
Do you want to opt-out of receiving the print version of The Zontian?	No

2. Click on "Change password" to change your password.

About Me My Club **My Security Settings**

CHANGE YOUR PASSWORD

Current username is BGREENFIELD@ZONTA.ORG

[Change password](#) 

COMMUNICATION PREFERENCES

Do you want to be excluded from the online member directory?	No
Do you want to placed on Zonta International's "Do Not Mail" list?	No
Do you want to opt-out of receiving the print version of The Zontian?	No

3. Enter your current password in the “Current password” box and then enter your new password in both the “New password” and “Confirm new password” boxes. **Please note that the password must be at least 7 characters long and contain both letters and numbers. The new password also cannot be a previously used password.** Click “Save” to save the new password.

The screenshot displays a web interface with a navigation bar at the top containing 'About Me', 'My Club', and 'My Security Settings'. Below this is a section titled 'CHANGE YOUR PASSWORD' with the text 'Current username is BGREENFIELD@ZONTA.ORG' and a link 'Change password'. A modal dialog box titled 'Change password' is open, containing the following elements:

- Instruction: 'Use this form to change your password.'
- Field: 'Current username' with the value 'BGREENFIELD@ZONTA.ORG'.
- Field: '* Current password' with an empty input box. A red arrow points to this box.
- Field: 'New password' with an empty input box.
- Field: 'Confirm new password' with an empty input box.
- Text: 'The password must be at least {7} characters long and contain both letters and numbers.'
- Buttons: 'Save' and 'Cancel' at the bottom right. A red arrow points to the 'Save' button.

4. Click on the pencil icon to the right of COMMUNICATION PREFERENCES to change your communication preferences.

About Me My Club **My Security Settings**

CHANGE YOUR PASSWORD

Current username is BGREENFIELD@ZONTA.ORG
[Change password](#)

COMMUNICATION PREFERENCES

Do you want to be excluded from the online member directory?	No
Do you want to placed on Zonta International's "Do Not Mail" list?	No
Do you want to opt-out of receiving the print version of The Zontian?	No

5. Click on the bubble to the left of either "Yes" or "No" for each question and then click on "Save."


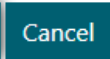
About Me My Club **My Security Settings**

CHANGE YOUR PASSWORD

Current username is BGREENFIELD@ZONTA.ORG
[Change password](#)

COMMUNICATION PREFERENCES

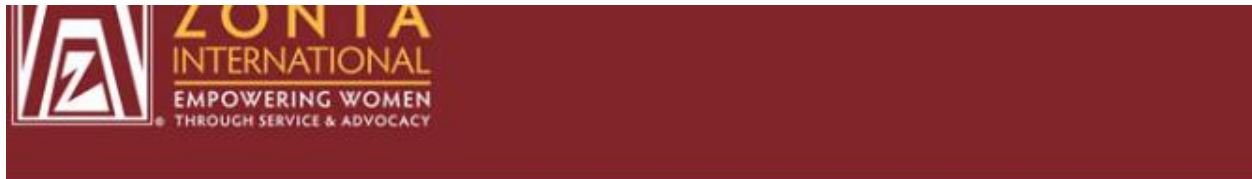
Do you want to be excluded from the online member directory?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you want to placed on Zonta International's "Do Not Mail" list?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you want to opt-out of receiving the print version of The Zontian?	<input type="radio"/> Yes <input checked="" type="radio"/> No

- Please note that if you opt out of any of these, then you can opt back in at any time.
- If you are excluded from the directory, no one outside of Zonta International headquarters will be able to find your contact information.

View My Directory Profile

1. Click on the “View my directory profile” button to view the way your directory profile appears to other members.

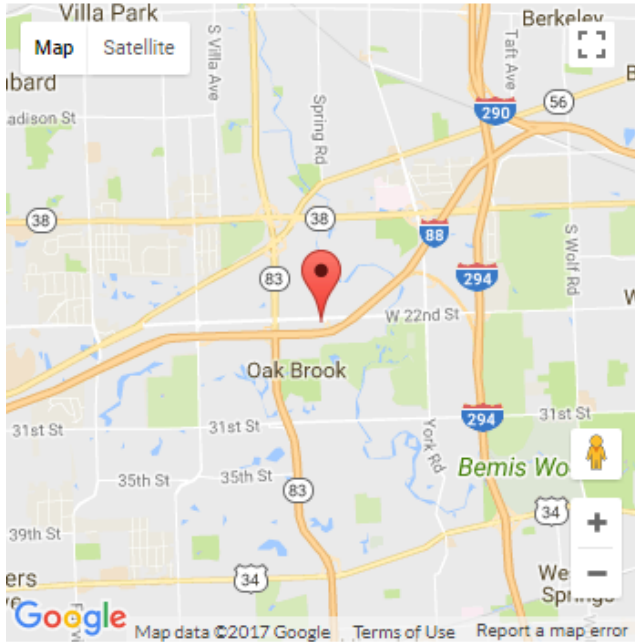


BACK TO MY ZONTA

The image shows a user profile card for Bridget Greenfield. The card has a light green background and features the name 'Bridget Greenfield' at the top. Below the name is a placeholder for a profile picture, represented by a camera icon and a pencil icon. At the bottom of the card is a dark blue button with the text 'View my directory profile'. To the right of the card is a sidebar menu with three tabs: 'About Me', 'My Club', and 'My Security Settings'. The 'My Security Settings' tab is active and highlighted in dark blue. Below the tabs is a section titled 'CHANGE YOUR PASSWORD' with a horizontal line underneath. The text 'Current username is BGREENFIELD@ZONTA.ORG' is displayed, followed by a blue link that says 'Change password'. A red arrow points from the 'Change password' link to the 'View my directory profile' button.

2. Your name, address, home phone, work phone, email address, classification type, and member type will appear underneath **DIRECTORY PROFILE**. Your district, area, club number, and club name will appear underneath **CLUB PROFILE**.

[BACK TO MY ZONTA](#)



[Show large map](#)

DIRECTORY PROFILE

Name: Bridget Greenfield
Address: IL
USA
Home phone:
Work phone:
Email: bgreenfield@zonta.org
Classification type:
Member type: Zonta Staff

CLUB PROFILE

District:
Area:
Club:
Zonta Club of:

- This information pulls from your Membership Profile. **The Directory Profile is not editable.** If you want to edit the information, go to Manage Profile.