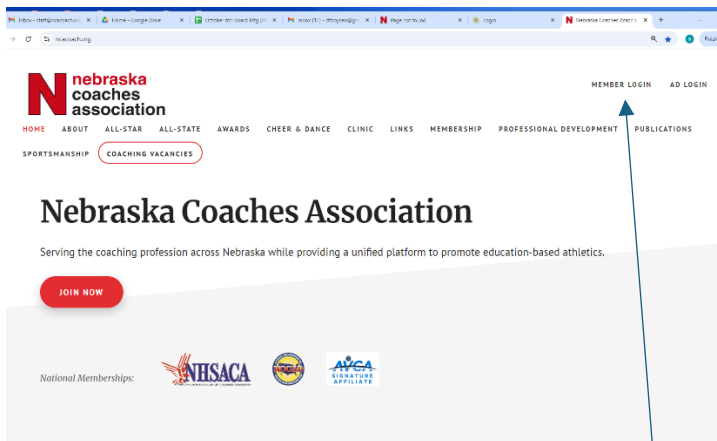
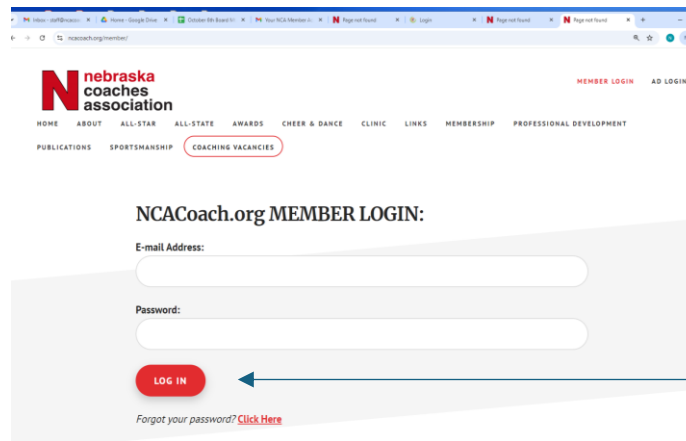


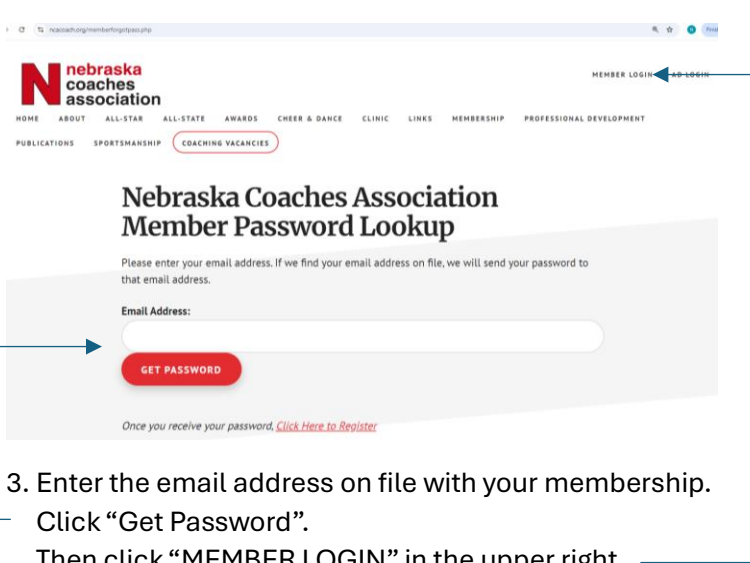
RETRIEVING & DOWNLOADING YOUR DIGITAL MEMBERSHIP CARD



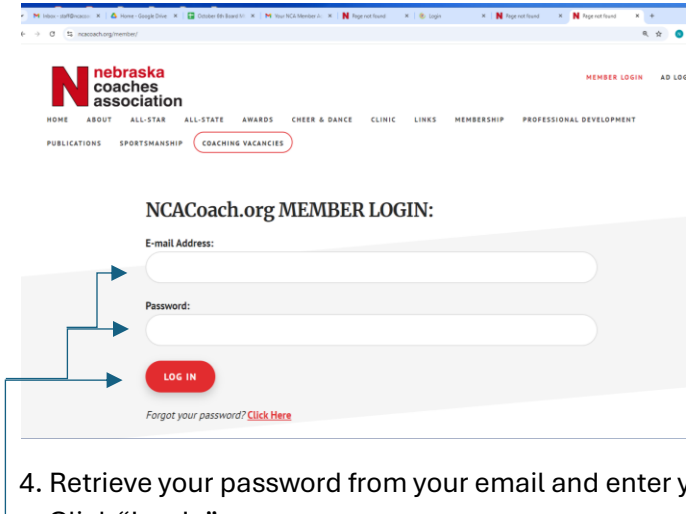
1. Go to ncacoach.org website and click on MEMBER LOGIN.



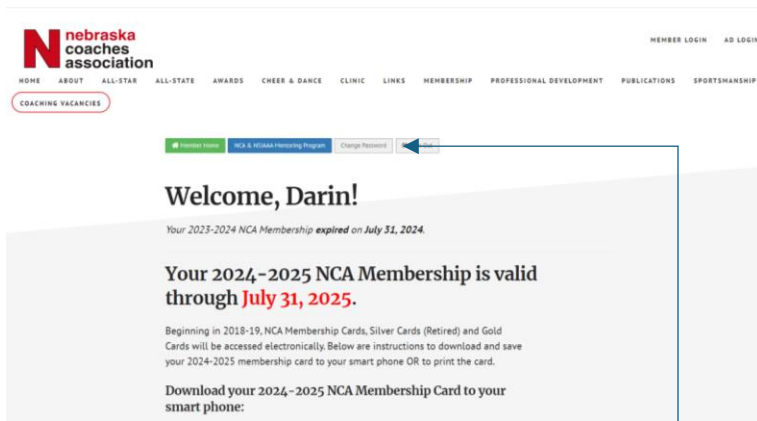
2. Enter your email address on file and your password.
IF YOU DON'T KNOW YOUR PASSWORD – click on the words, [Click Here](#)



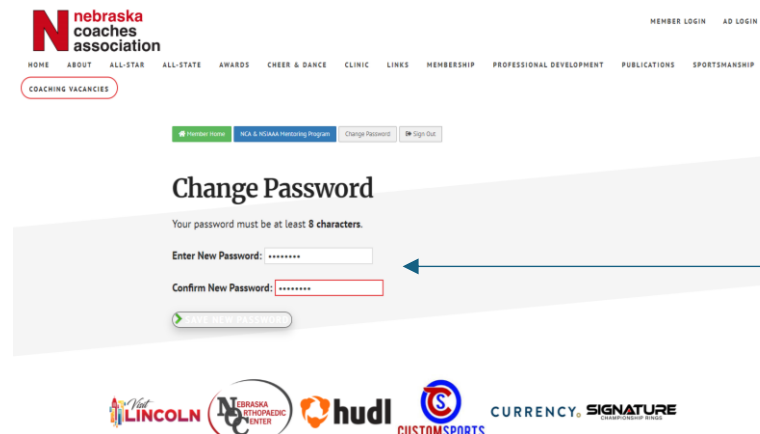
3. Enter the email address on file with your membership.
Click “Get Password”.
Then click “MEMBER LOGIN” in the upper right.



4. Retrieve your password from your email and enter your email and password.
Click “Log In”.



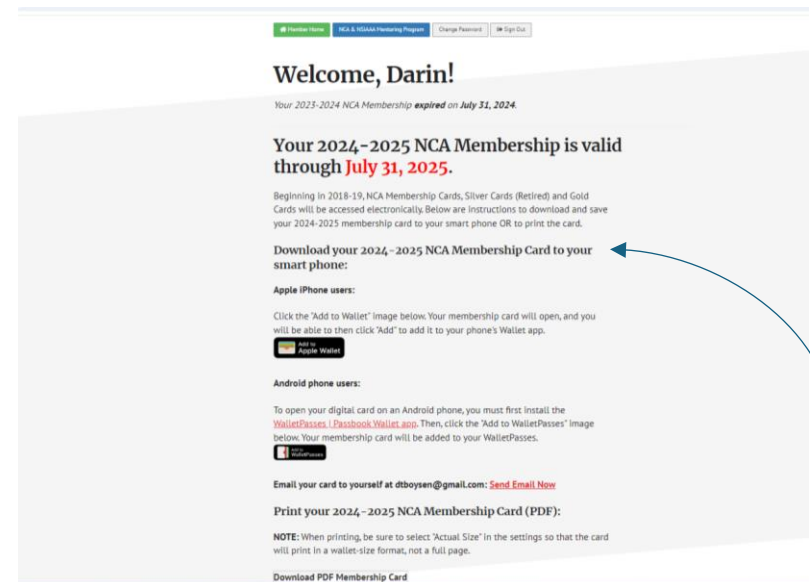
5. Click “Change Password” to create your own.



6. Create a new password and save new password.



7. Once you have updated your password, click “Return to Dashboard”.



8. Scroll down to see directions on downloading your digital membership card or to print your card.