

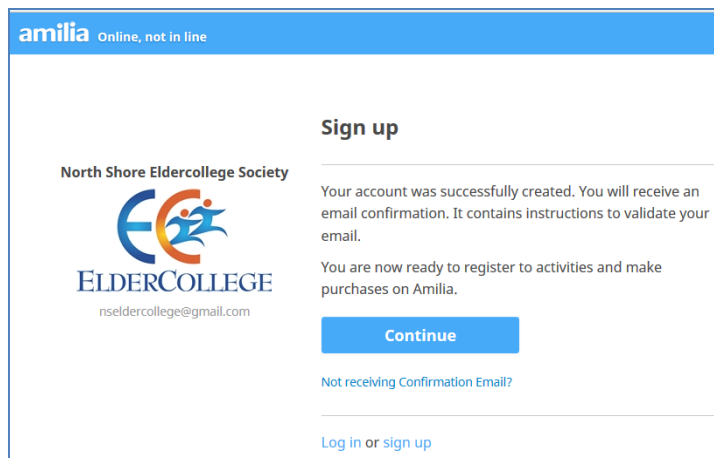
Creating an Account

Navigate to this web page:

<https://www.amilia.com/en/Signup?orgId=2531>

If you have not previously created an account, you must do so to register. Click the **Sign Up** button to bring up this screen.

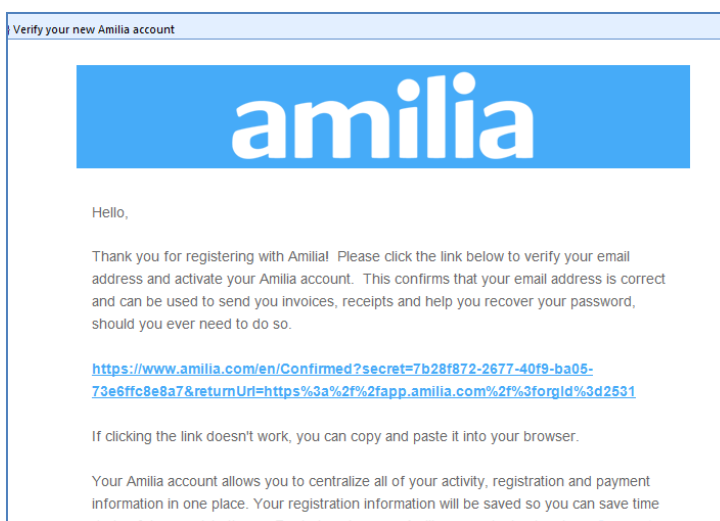
Click **Continue**, complete all parts of the form and **Save** to continue.



The screenshot shows the Amilia 'Sign up' page. At the top left, it says 'amilia Online, not in line'. On the left side, there is the North Shore ElderCollege Society logo and the email address 'nseldercollege@gmail.com'. The main heading is 'Sign up'. Below this, it states: 'Your account was successfully created. You will receive an email confirmation. It contains instructions to validate your email.' and 'You are now ready to register to activities and make purchases on Amilia.' There is a blue 'Continue' button. Below the button, it asks 'Not receiving Confirmation Email?' and at the bottom, there is a link for 'Log in or sign up'.

IMPORTANT: You will receive a confirmation email to the email address you provided at signing up. The subject line will read "Verify your new Amilia account".

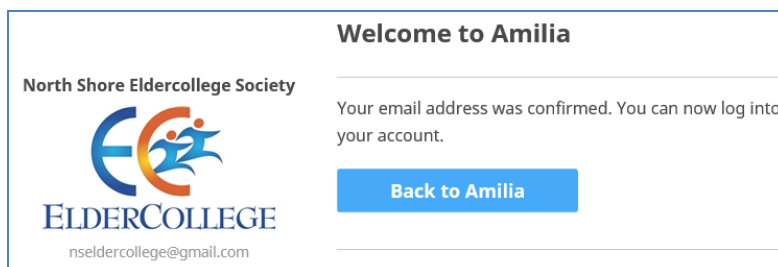
You **MUST** click on the link provided in the email to activate your account.



The screenshot shows an email titled 'Verify your new Amilia account'. It features the Amilia logo at the top. The text says: 'Hello, Thank you for registering with Amilia! Please click the link below to verify your email address and activate your Amilia account. This confirms that your email address is correct and can be used to send you invoices, receipts and help you recover your password, should you ever need to do so.' A blue hyperlink is provided: 'https://www.amilia.com/en/Confirmed?secret=7b28f872-2677-40f9-ba05-73e6ffc8e8a7&returnUri=https%3a%2f%2fapp.amilia.com%2f%3forgld%3d2531'. It also includes instructions: 'If clicking the link doesn't work, you can copy and paste it into your browser.' At the bottom, it explains: 'Your Amilia account allows you to centralize all of your activity, registration and payment information in one place. Your registration information will be saved so you can save time during future registrations. For help using your Amilia account, check out our Support'.

You will receive this confirmation message showing that your account has been verified.

Click **Back to Amilia** to log-in to your new account.



The screenshot shows the Amilia 'Welcome to Amilia' page. On the left, it displays the North Shore ElderCollege Society logo and the email address 'nseldercollege@gmail.com'. The main heading is 'Welcome to Amilia'. Below this, it states: 'Your email address was confirmed. You can now log into your account.' There is a blue 'Back to Amilia' button.

Important Note on Browsers

Below is an excerpt from the Amilia webpage. In order to successfully log in to Amilia, your web browser must be up to date. Safari is known to be problematic, therefore I strongly suggest using Firefox as an alternative.

Changes to Web browsers usable on Amilia

Technology is evolving constantly... as are threats to the security and integrity of personal data entered on the Internet. In order to provide its users with a safe and secure environment they can trust and to ensure that we are doing everything in our power to protect your participants' confidential information, Amilia remains compliant with the [PCI DSS standard](#), a strict set of rules created by the credit card industry which requires re-certification by a third-party every three months.

In order to retain our PCI DSS compliance certificate, starting on **Thursday, October 29th**, Amilia must block users attempting to connect with outdated web browsers. As of this Thursday, only the following browsers (or more recent versions) will be able to connect to Amilia:

- Internet Explorer 11
- Chrome 22
- Firefox 27
- Safari 7
- Opera 14
- Android 4.4
- Java 8

Older versions of these browsers have been deemed too vulnerable to hacking and malware, and they can no longer be authorized. Any service provider wishing to retain their PCI DSS certification and to continue processing credit cards and managing personal information must adhere to these rules.

This unfortunately means that a small percentage of your clients may no longer be able to connect to Amilia and other service providers online. If a client is telling you they are having trouble registering, please ask them what browser they are using, then suggest the tips below, as needed.

SOME TIPS FOR YOUR USERS

- Update your browser - it will keep you safer online.
- Use a tablet or smartphone. The Amilia store can easily be accessed on mobile!
- **Windows XP** users should be using **Firefox**.

To assist your users and answer their questions, suggest [this article](#) that will help explain the situation.