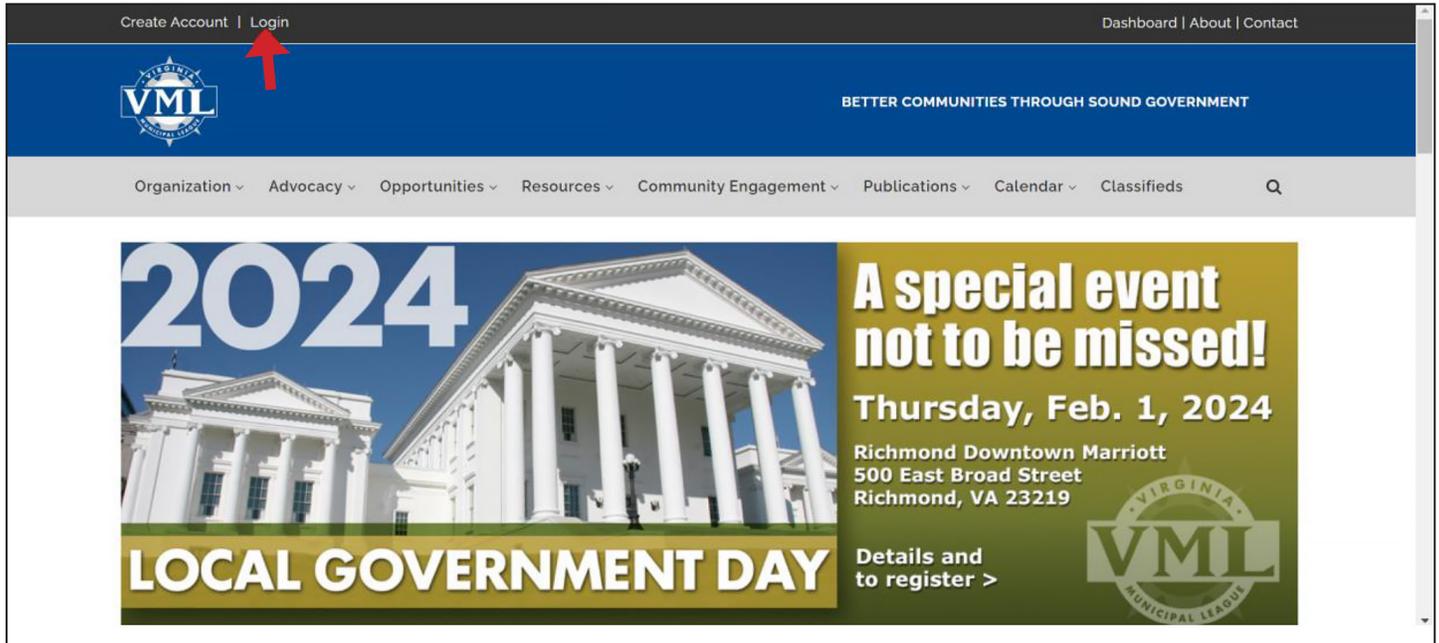


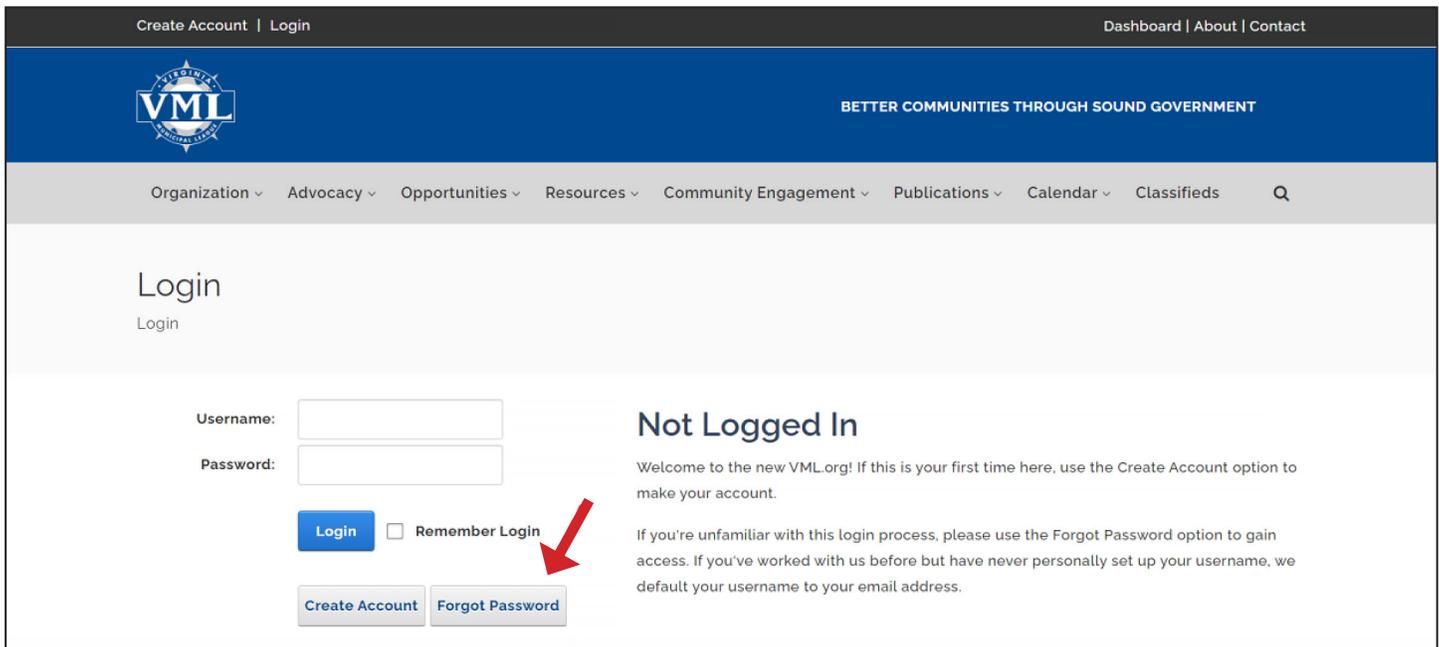


How to create and login to a VML account

Step 1 – Go to the VML website at www.vml.org. If you are an official or staff person from a VML member locality or organization, it’s always a good idea to check to see if you are already in the system. The best way to do that is to click on Login in the upper left corner of the site.



Step 2 – Click on “Forgot Password.”





Step 3 – You will be prompted to enter your username and email address. Please enter your email address in both the username and email address fields. If you have an organization email address you should use it (i.e. jsmith@cityofexample.gov)

Forgot Password Form

If you have lost or forgotten your password, please enter your username and email address in the space below. A temporary password will be sent to the email address that we have on file.

Username *
jsmith@cityofexample.gov

Email *
jsmith@cityofexample.gov

[SEND LOGIN INFORMATION](#) [FORGOT USERNAME](#)

Step 4 – If you are already in the system, you will receive an email with instructions to reset your password. You can then click Login and enter your email address as your username and your new password to access your account.

If you are not already in the system, the screen will display “Request Failed.” But don’t worry, it’s easy to create an account. Start by clicking “Create an Account” in the upper left corner of the site.

Create Account | Login Dashboard | About | Contact

VML BETTER COMMUNITIES THROUGH SOUND GOVERNMENT

Organization ▾ Advocacy ▾ Opportunities ▾ Resources ▾ Community Engagement ▾ Publications ▾ Calendar ▾ Classifieds Q

2024

LOCAL GOVERNMENT DAY

A special event not to be missed!

Thursday, Feb. 1, 2024

Richmond Downtown Marriott
500 East Broad Street
Richmond, VA 23219

Details and to register >

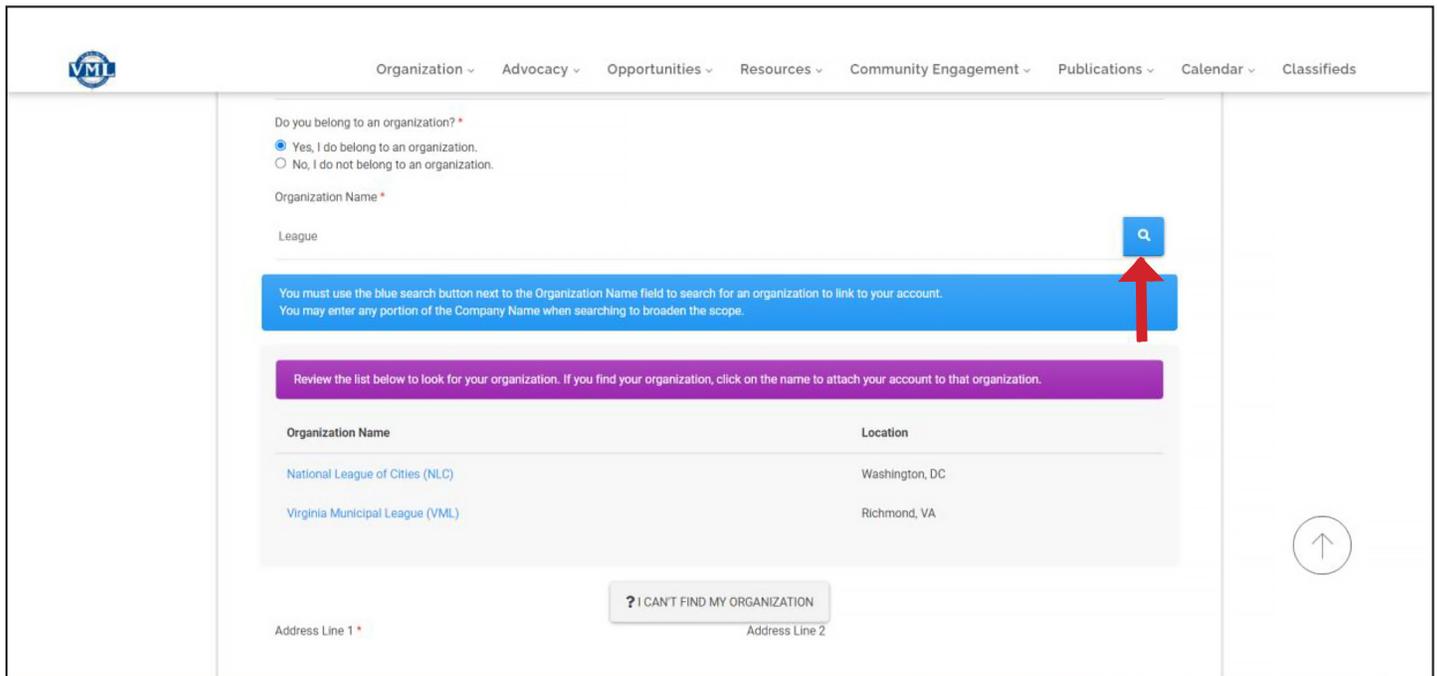
Step 5 – On the “Create an Account” form there are fields to enter the following:

- Email Address
- Username
- Password (must be at least 8 characters)
- Name
- Job Title

Those marked with a red asterisk on the form are required. It is recommended that you use your local government or organization email address for both your Email and Username.

The last question on the form asks, “Do you belong to an organization?” This question is used to determine if you are part of a local government or organization that is already in the system. If you select “No, I do not belong to an organization” you will be prompted to enter a mailing address and then you can select “Create an Account.” You can then login using the username and password you set up. While this will allow you to register for VML events and pay invoices, you will not be considered part of a VML member organization and will not have member privileges or pricing on the site.

If you select “Yes, I do belong to an organization” a field will populate where you can search for your organization. You can enter all or any part of your organization name and then click the magnifying glass symbol to conduct the search. For example, searching on “League” returns both the National League of Cities and the Virginia Municipal League.



The screenshot shows the 'Create an Account' form with the following elements:

- Navigation menu: Organization, Advocacy, Opportunities, Resources, Community Engagement, Publications, Calendar, Classifieds.
- Question: "Do you belong to an organization?" with radio buttons for "Yes, I do belong to an organization." (selected) and "No, I do not belong to an organization."
- Field: "Organization Name" with a search icon (magnifying glass) to its right. A red arrow points to this icon.
- Instructional text: "You must use the blue search button next to the Organization Name field to search for an organization to link to your account. You may enter any portion of the Company Name when searching to broaden the scope."
- Instructional text: "Review the list below to look for your organization. If you find your organization, click on the name to attach your account to that organization."
- Table of search results:

Organization Name	Location
National League of Cities (NLC)	Washington, DC
Virginia Municipal League (VML)	Richmond, VA
- Buttons: "? I CANT FIND MY ORGANIZATION" and "Address Line 1", "Address Line 2".

Step 6.1 – If your organization does not appear using the search, please try alternate wordings to attempt to locate it. If you are still unable to locate your organization, proceed to **Step 6.2**.

If your organization appears using the search, click on the organization name.

The screenshot shows a registration form with the following fields and options:

- Job Title *
- TEST
- Do you belong to an organization? *
 - Yes, I do belong to an organization.
 - No, I do not belong to an organization.
- Organization Name *
 - Virginia Municipal League (VML)
 - Organization Name
- Address Line 1 *
 - P.O. Box 12164
- Address Line 2
- City *
 - Richmond
- State/Province *
 - Virginia
- Zip/Postal Code *
 - 23241

A red arrow points to the **CREATE ACCOUNT** button at the bottom right of the form.

A pop-up box will ask if you want to keep the mailing address you’ve already entered on the form or if you prefer to use the address in the system for your organization. You may select either option.

The screenshot shows the 'Create Account' page with a pop-up dialog box. The dialog box contains the following text:

Use Organization Address
 Do you want to set your address as your selected organization's address?

Buttons: **NO, KEEP MY ADDRESS** (red) and **YES, USE ORGANIZATION ADDRESS** (green).

Background text on the page includes: "Create Account", "Create Account", "Email Address *", "NOTE: Please use your organization or local government email (if you have one)", "Password *", and "Confirm Password *".

After the form is complete you can click on “Create an Account” at the bottom of the page. You are now able to login to your account using the username and password you set up.

Step 6.2 – If you are unable to find your organization using the search, you can click “I can’t find my organization.”

Organization ▾ Advocacy ▾ Opportunities ▾ Resources ▾ Community Engagement ▾ Publications ▾ Calendar ▾ Classifieds

Job Title *

Do you belong to an organization? *

Yes, I do belong to an organization.
 No, I do not belong to an organization.

Organization Name *

TESTY

You must use the blue search button next to the Organization Name field to search for an organization to link to your account. You may enter any portion of the Company Name when searching to broaden the scope.

No Records Found. Please search again.

Step 6.3 – You can create an organization for yourself by entering the organization’s name and mailing address. Then click “Create Account” to complete the process. You are now able to login to your account using the username and password you set up. If you believe the organization to which you belong is a VML member, please contact Keyara Johnson, [kjohson@vml.org](mailto:kjohnson@vml.org) to request member status in the system.

Organization ▾ Advocacy ▾ Opportunities ▾ Resources ▾ Community Engagement ▾ Publications ▾ Calendar ▾ Classifieds

Do you belong to an organization? *

Yes, I do belong to an organization.
 No, I do not belong to an organization.

Organization Name *

Since your organization did not appear when you searched for its name, you can opt to create your own organization based off of the name you enter.

Address Line 1 * Address Line 2

City * State/Province * Zip/Postal Code *

Select One... ▾