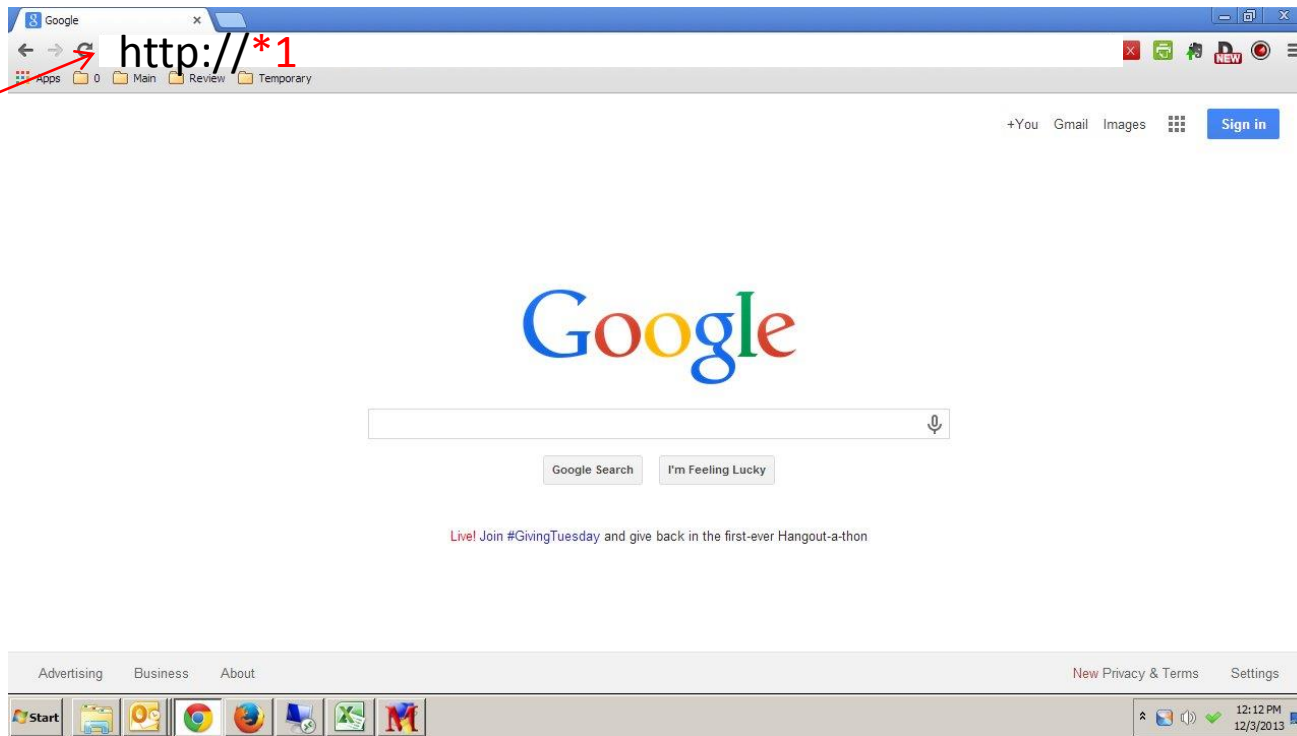


WordPress Logon Procedure



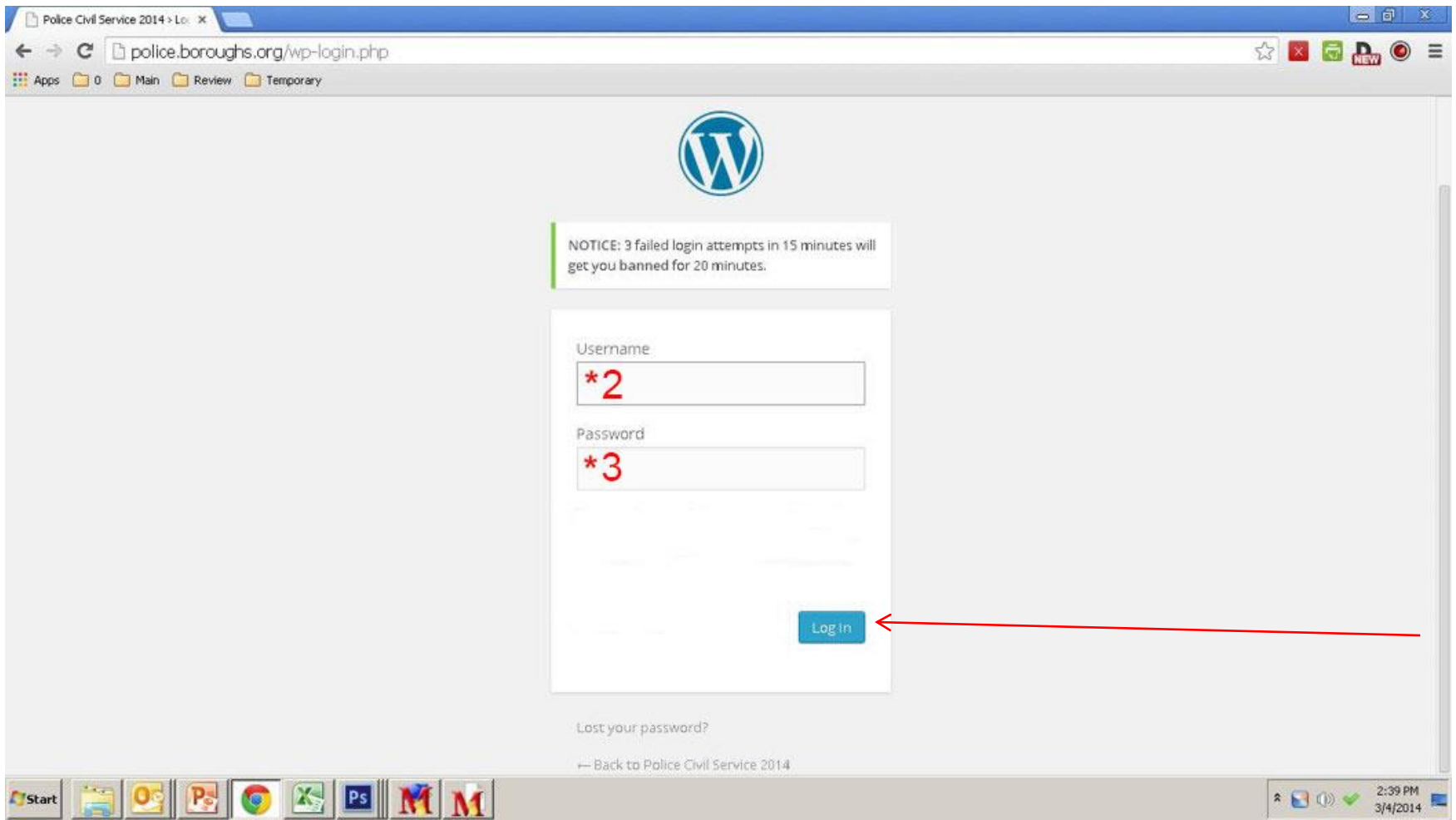
You were provided an Access Information Sheet, via email, containing URL's, passwords, and the location of help files, etc. This tutorial is intended to be a supplement to that document. Please refer to the "WORDPRESS LOG IN TUTORIAL SUMMARY INFORMATION" section of the Access Information Sheet.

Anywhere you see a * followed by a number (*1) in this tutorial, substitute the information from the Access Information Sheet into this tutorial.

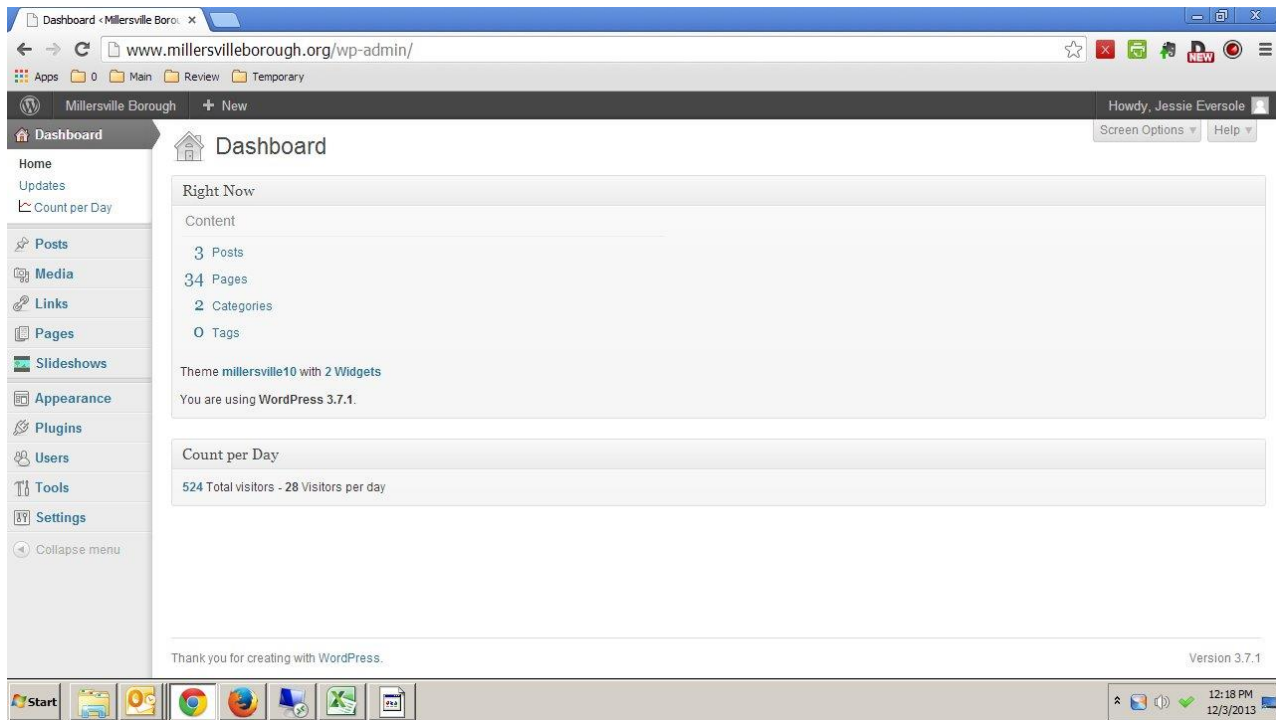


You will now be presented with a login screen for your WordPress administration panel. Please note the yellow warning. “3 failed login attempts in 15 minutes will get you banned for 20 minutes.” During that time, you will not have access to the website, at all. Wait approximately 25 minutes and attempt to log in again.

Banned users are reported, via email, to the system administrator, and if there are a series of banned attempts, a system administrator will take action and notify you of a potential issue.



Enter the requested information and press the Log In button.



Your WordPress administration panel should now be displayed. If you have any issues with the log on process, please feel free to contact support by opening a ticket.