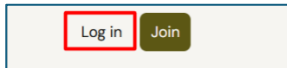
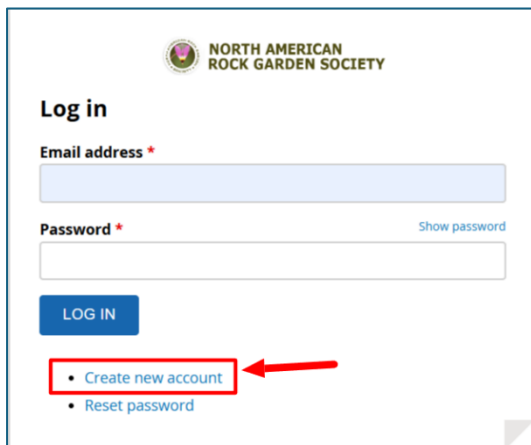
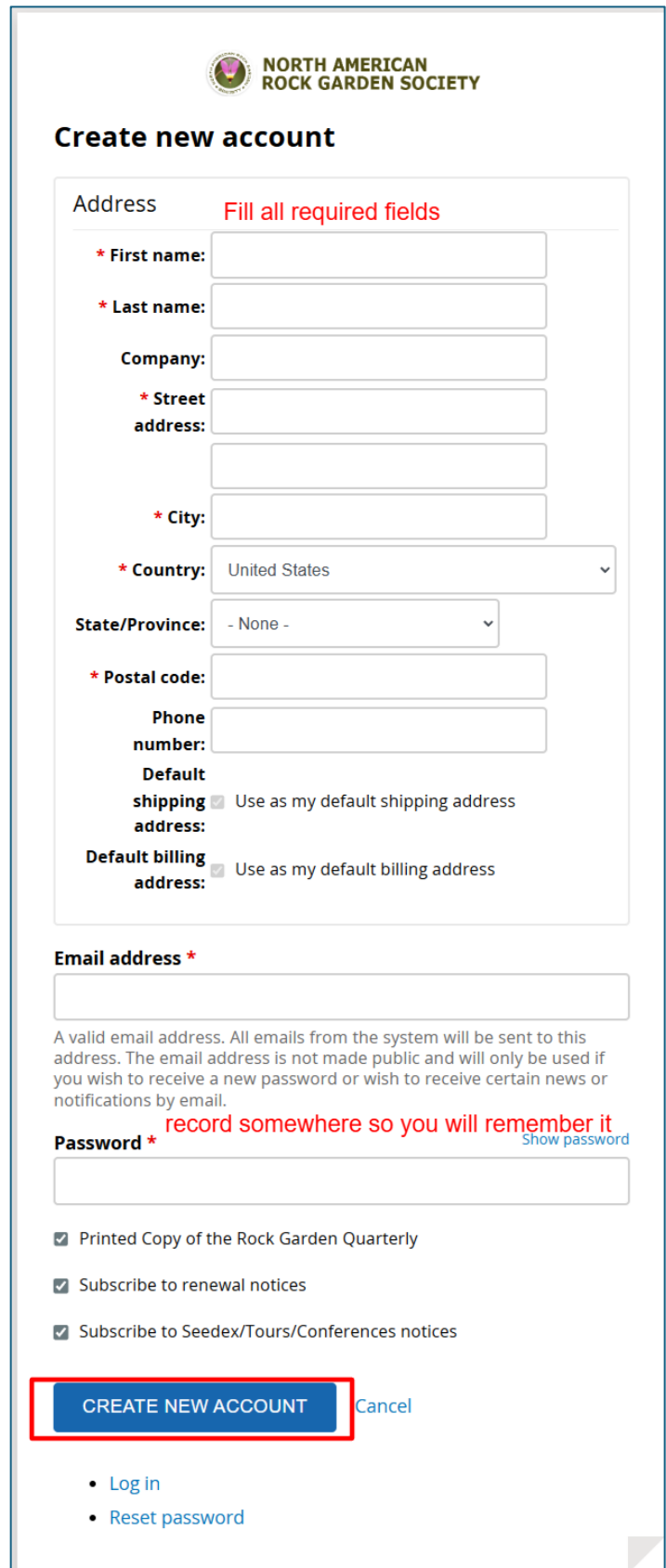


## Add an Additional Member to a Household Account

First, **create an account for the additional Household member**, if they do not already have one, from “Log in” (upper right of home page). They will need a different email address from the Primary member:



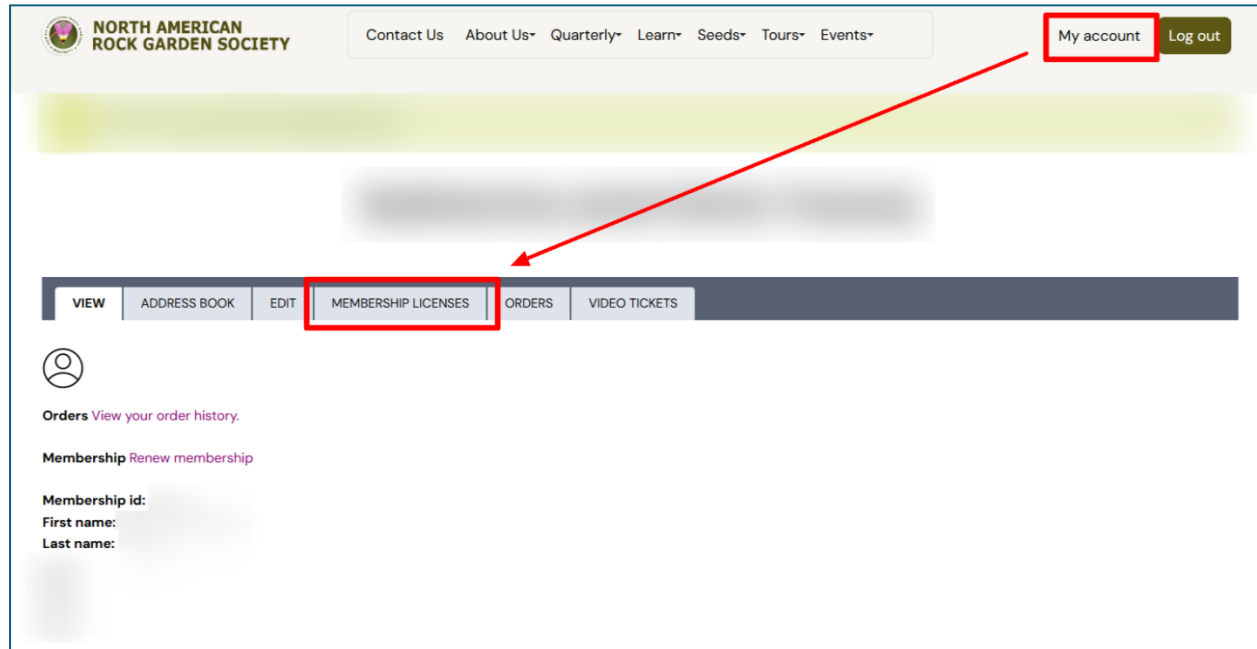
Then “Create new account”:

A screenshot of the "Log in" page for the North American Rock Garden Society. It features fields for "Email address" and "Password", a "LOG IN" button, and links for "Create new account" and "Reset password". The "Create new account" link is highlighted with a red rectangle and a red arrow points to it from the right.A screenshot of the "Create new account" page for the North American Rock Garden Society. The page is titled "Create new account" and includes a "Fill all required fields" note. It contains several form fields: "First name", "Last name", "Company", "Street address", "City", "Country" (a dropdown menu set to "United States"), "State/Province" (a dropdown menu set to "- None -"), "Postal code", "Phone number", "Default shipping address" (with a checkbox), and "Default billing address" (with a checkbox). Below these fields is an "Email address" field with a note: "A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email." followed by a "Password" field with a "Show password" link. At the bottom, there are three checkboxes: "Printed Copy of the Rock Garden Quarterly", "Subscribe to renewal notices", and "Subscribe to Seedex/Tours/Conferences notices". A "CREATE NEW ACCOUNT" button is highlighted with a red rectangle, and a "Cancel" link is next to it. At the very bottom, there are links for "Log in" and "Reset password".

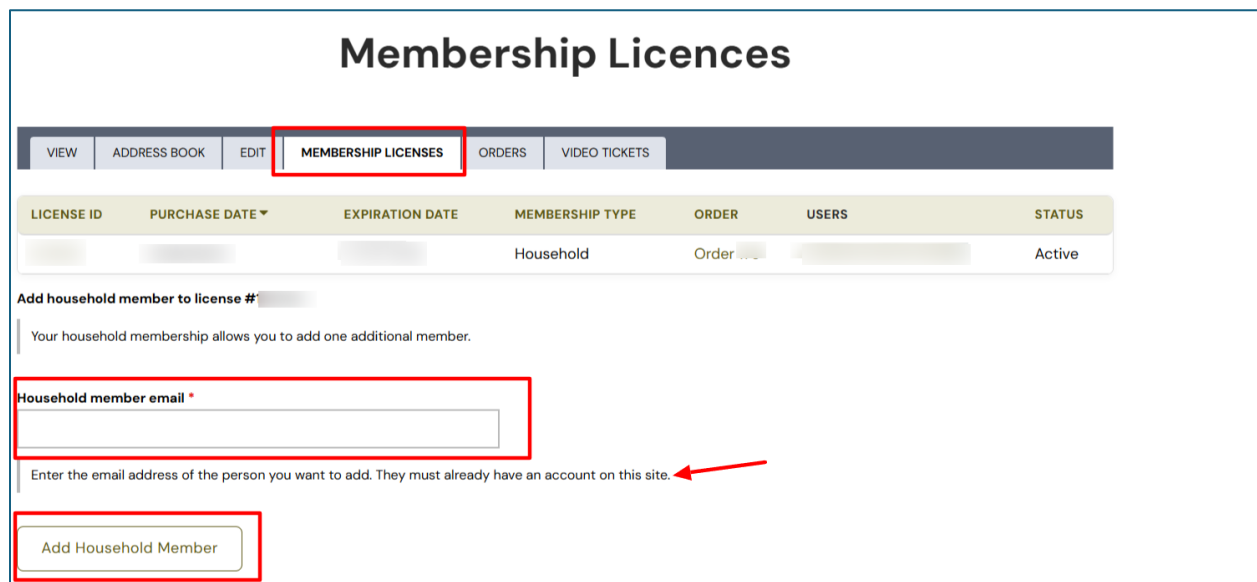


Registration successful. You are now logged in.

Then the **Primary member** should log in and go to “My Account.” Click on the “Membership Licenses” tab:



Enter the additional Household member’s email address below the list of membership licenses and click “Add Household Member”.



The additional Household member now has their own account but is linked to the same Membership license as the Primary member and can log in under their own account to place orders (including their own seed order).