

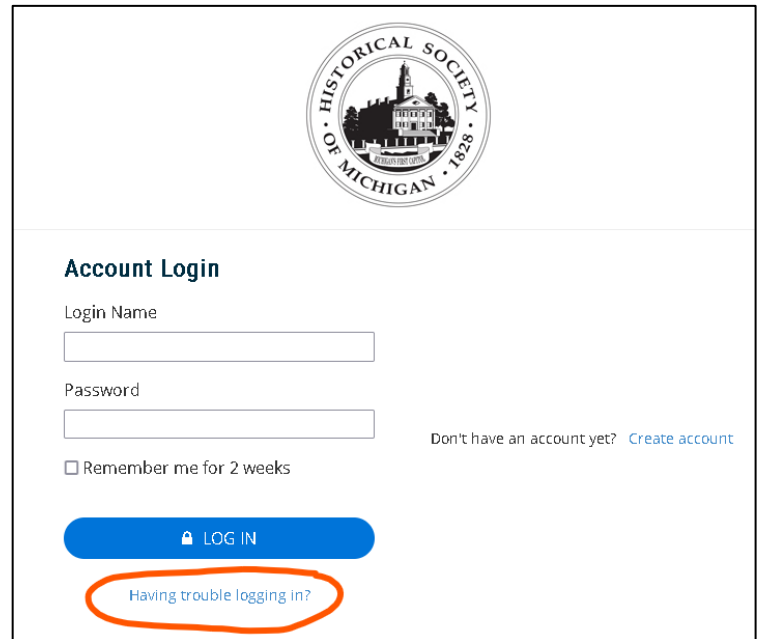
Creating Your HSM Member Account

An email address is required to set up a user account to access special features through the HSM website.

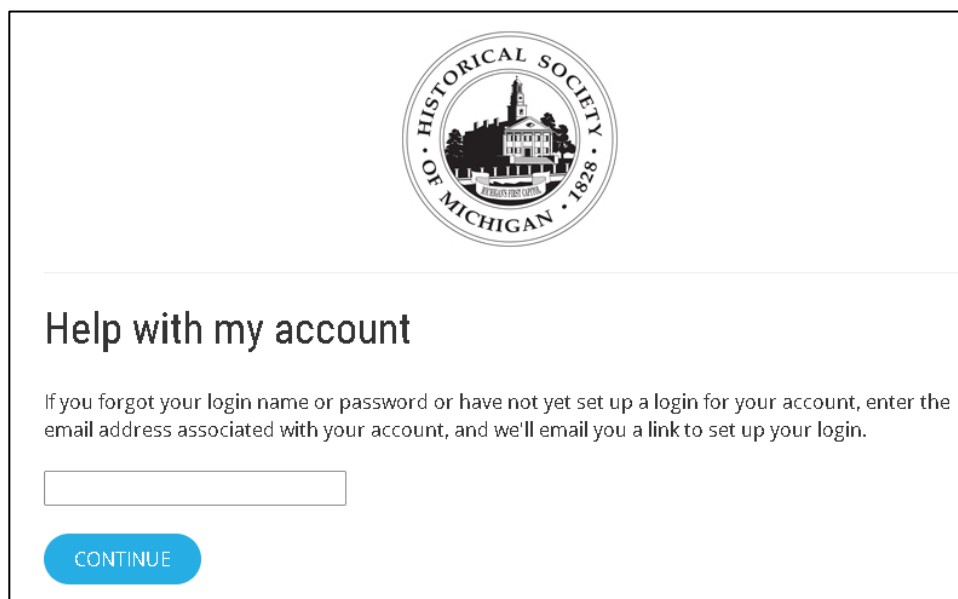
Go to <https://hsmichigan.app.neoncrm.com/login.jsp>

Check to see if your email is in our system by clicking on the blue “Having trouble logging in?” link. If you know that you **do not** have an email account in our system, please go to page 3.

Enter your email address and click the Continue button.

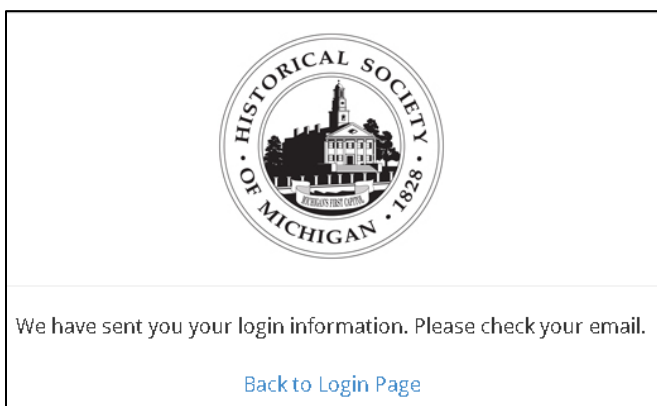


The screenshot shows the 'Account Login' page for the Historical Society of Michigan. At the top right is the society's logo. Below it, the text 'Account Login' is displayed. There are two input fields: 'Login Name' and 'Password'. To the right of the password field is a link that says 'Don't have an account yet? Create account'. Below the input fields is a checkbox labeled 'Remember me for 2 weeks'. At the bottom, there is a blue 'LOG IN' button and a blue link 'Having trouble logging in?' which is circled in orange.



The screenshot shows the 'Help with my account' page. At the top center is the society's logo. Below it, the text 'Help with my account' is displayed. Underneath, there is a paragraph: 'If you forgot your login name or password or have not yet set up a login for your account, enter the email address associated with your account, and we'll email you a link to set up your login.' Below this text is an empty input field for an email address. At the bottom, there is a blue 'CONTINUE' button.

If the email address matches what we have in the system, you will see the following message:




The screenshot shows a confirmation message. At the top left is the society's logo. Below it, the text reads: 'We have sent you your login information. Please check your email.' At the bottom, there is a blue link that says 'Back to Login Page'.

Make sure to check the Spam/Junk/Promotions mailbox if you don't see the message in your main mailbox. The subject may be "Password Information from Historical Society of Michigan."

Click on the link provided in the email and follow the steps to create your login and password. You can use your email address as your login.

Make sure you record the login and password that you create! After clicking the blue submit button, you will get a screen with your account information.



Set Login/Password
Please select the account for which you would like to reset your password:

Account: ██████████
Login Name:
Individual Constituent User

Please enter a login name you would like to use (at least 4 characters)

Please enter a login password you would like to use (at least 8 characters, including at least one number)


Please re-enter your login password



Welcome ██████████ ██████████ (Account# ██████████)

Email Not Present in HSM System

If you never shared an email address with HSM, or received the message to the right using the steps above and are certain that you entered the correct email address, it means we don't have your email in our

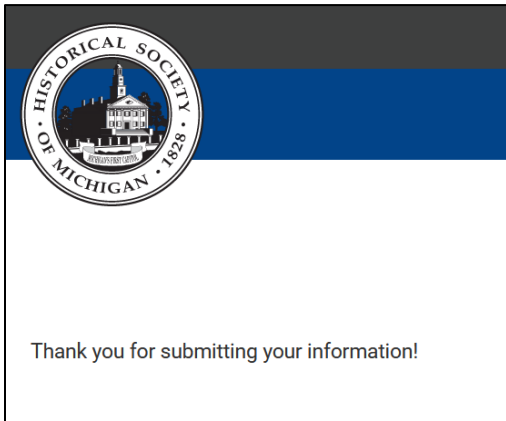


Help with my account

If you forgot your login name or password or have not yet set up a login for your account, enter the email address associated with your account, and we'll email you a link to set up your login.
We're having trouble with the email address you entered. Either this email address does not exist, or you entered it incorrectly. Please try again.

system. Please click [here](#) to create an account that we will then match with your membership or subscription.

Complete the required fields and click the blue Submit button. Please enter the address where you receive your copy of *Michigan History* and/or *Chronicle* magazine. If you are a snowbird, either address we have in the system will work.



Registration

[CREATE NEW COMPANY](#)

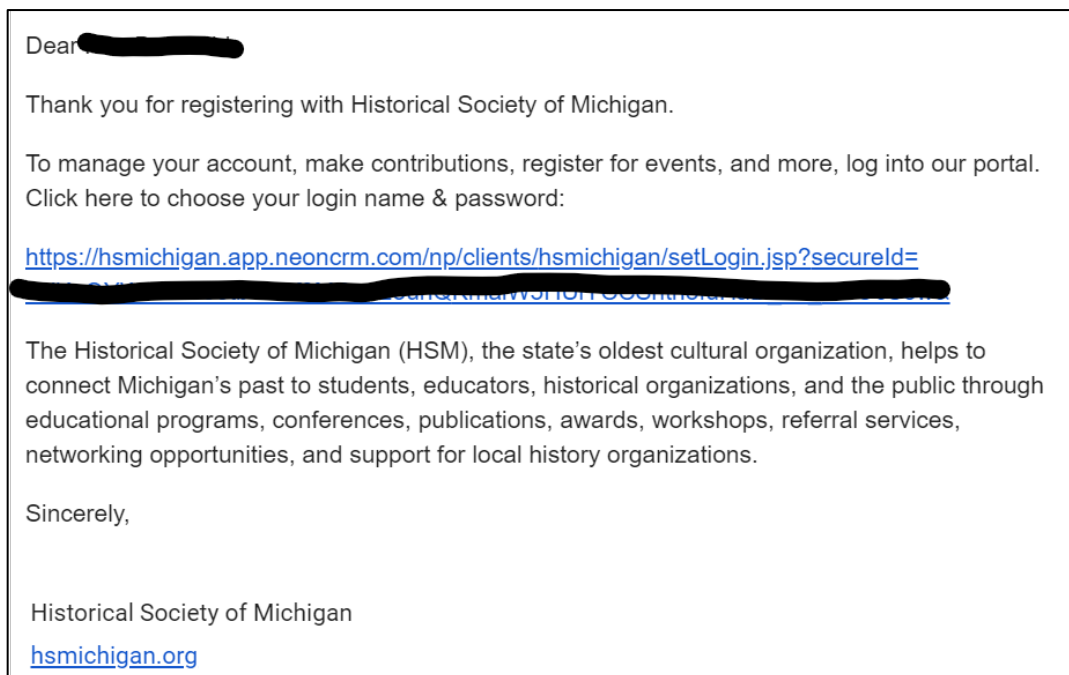
If you are registering for an organization or company, please click on the Create New Company button above.

First Name: *

Last Name: *

Email: *

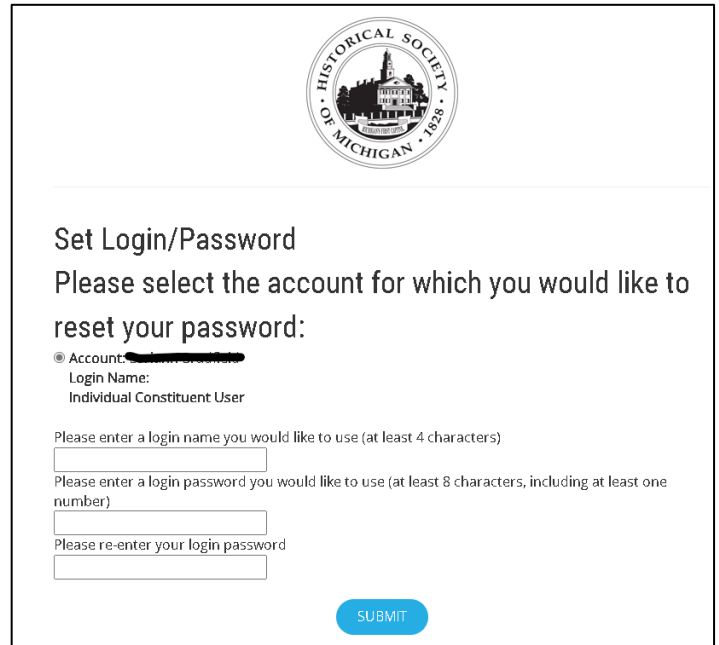
You will receive an email from the Historical Society of Michigan with a link to choose your login name and password. Check the Spam or Junk folder if you do not see it in your mailbox.



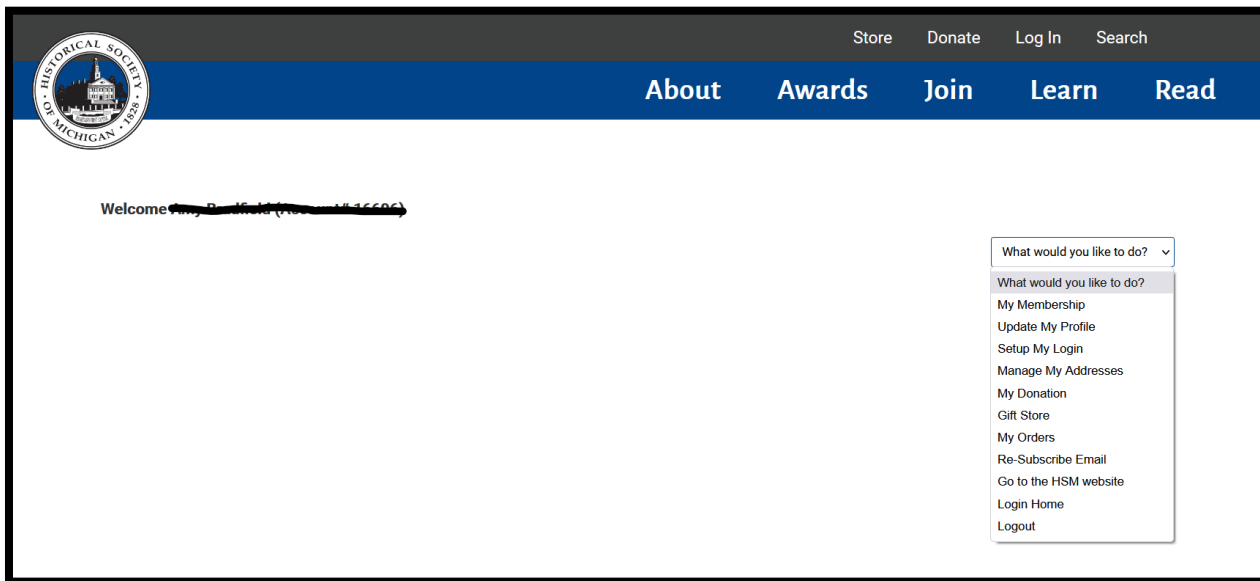
After clicking the link in the email, you will see the screen to the right. Enter a login name and password of your choosing. You can use your email address as your login.

Make sure you record the login and password that you create!

After clicking the blue submit button, you will get a screen with your account information. You will need to use this login and password to access member benefits on the hsmichigan.org website.



The screenshot shows a web form titled "Set Login/Password" with the HSM logo at the top. The form asks the user to select an account type (radio button selected for "Individual Constituent User"). It then has three input fields: "Please enter a login name you would like to use (at least 4 characters)", "Please enter a login password you would like to use (at least 8 characters, including at least one number)", and "Please re-enter your login password". A blue "SUBMIT" button is at the bottom right.



The screenshot shows the user's account page on the HSM website. The top navigation bar includes "Store", "Donate", "Log In", and "Search". Below that is a blue bar with "About", "Awards", "Join", "Learn", and "Read". The main content area shows a "Welcome" message with a redacted account number. On the right, there is a dropdown menu titled "What would you like to do?" with a list of options: My Membership, Update My Profile, Setup My Login, Manage My Addresses, My Donation, Gift Store, My Orders, Re-Subscribe Email, Go to the HSM website, Login Home, and Logout.

The account number you see in the Welcome message is **NOT** your new account number. Staff at HSM will connect these two accounts and this number will not be used.

It may take up to 2-3 business days for your personal information to show up in your account. This will include your account details, events

