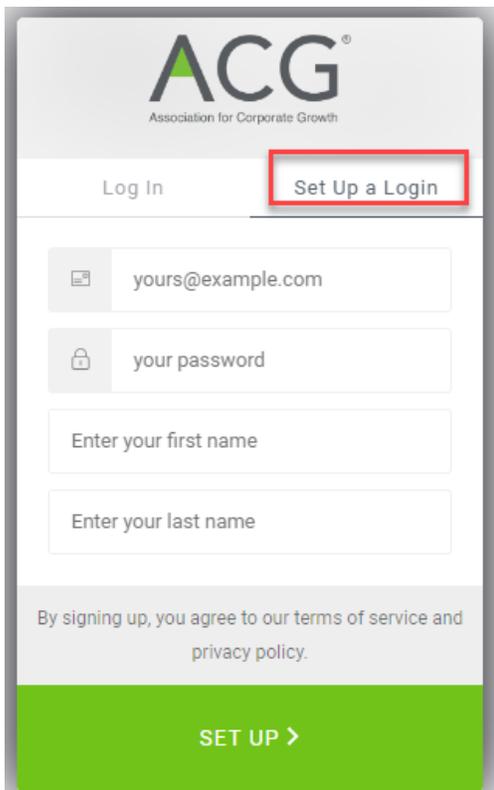


How to create your new myACG Profile:

Set Up a Login:

- When logging into the Rhythm portal for the first time or creating a new MyACG profile, a new login will need to be set up.
- Go to <https://my.acg.org>
- Click on the “Set up a login” tab of the login screen.



The screenshot shows the myACG login interface. At the top is the ACG logo with the text 'Association for Corporate Growth'. Below the logo are two tabs: 'Log In' and 'Set Up a Login', with the latter highlighted by a red box. The form contains several input fields: an email field with the placeholder 'yours@example.com', a password field with the placeholder 'your password', and two fields for 'Enter your first name' and 'Enter your last name'. Below these fields is a grey bar with the text 'By signing up, you agree to our terms of service and privacy policy.' At the bottom is a large green button labeled 'SET UP >'.

- Enter the following:
 - Email address: Use the current email address you have access to (even if your original account was under a different email).
 - Password: Create a new password or use your old one (as long as it follows the new password rules below)!
 - First & Last Name: If you have an account already, this is used for matching.
- Click “SET UP:”

Potential Outcomes of this step:

1. You will be automatically sent to a verification screen. Check your email and click the verification link. You will be redirected to your profile. You're all done!
2. You will be directed to a Welcome! screen, where you will need to retype your name and then click "Check for Existing Records".

After you click "Check for Existing Records" there are two potential outcomes:

1. No matches
2. You see your account listed

Outcome 1: No Matches? No problem!

- This means we didn't have an account set up for you in the system, and you can click the "go ahead and create a new record" link.
- Once the system creates a new record for you, click "Continue"
- You'll be directed to the Verify your email address page.
- Check your email for the verification link. Once you click it, you'll be redirected to your new profile page. You're all set!

Outcome 2: You see your account listed? Great news!

- Click the "This is Me" button next to your account.
- You will be directed to Verify Your Identity and need to utilize a verification code through your email.
- Choose either radio button:
 - "Send verification code to email: [your current email address]" and click "Send Verification"
 - "I do not have access to any of these verification options" (This might be because it's an old email you don't have access to anymore.)
 - If this is the case, please contact toronto@acg.org, and our Chapter Executive will help get your email adjusted or request the change from ACG Global.

- Check your current email address for a verification code.
- Enter the verification code on the “Verification Code Sent!” page, it should automatically update the page.
- Even though you just added a verification code, you will once again need to check your email for the Verification Link. (This seems repetitive but is correct.)
- Click the verification link and you will be redirected to your profile.
- You’re all set!

NOTE: Passwords must follow these rules.

- At least 8 characters in length
- Contain at least 3 of the following 4 types of characters:
 - Lower case letters (a-z)
 - Upper case letters (A-Z)
 - Numbers (i.e. 0-9)
 - Special characters (e.g. ! @ # \$ % ^ & *)

If you'd like some additional instructions, they can be found here: [MyACG Login](#). We do not currently offer Auto-Renew or any Payment preferences. We will notify ACG Toronto and Quebec members when this feature is available.