To log in to the NHLTA member portal for the first time:

- Go to [https://nhlta.wildapricot.org/](https://nhlta.wildapricot.org/)

- Click login
- Click ‘forgot password’

- Enter your email address, check off ‘I’m not a robot’, click ‘submit’
- You will receive an email from NHLTA@wildapricot.org if the email is in the system. If you don’t receive an email, please contact us at nhlibrarytrustees@nhmunicipal.org
- CHECK YOUR SPAM FOLDER
- Click on the link

Hello Test Library,

A request was made to recover a lost password for this email address at https://nhlta.wildapricot.org/

To choose a new password go to: https://nhlta.wildapricot.org/jsy/Password/Reset?id=da5ac831-fd91-4a6c-a32e-b3b980669fee (if the link does not open - please copy-paste the link into the address line of your browser).

If you did not request a new password at https://nhlta.wildapricot.org/ you may safely disregard this email.

Many thanks,
NH Library Trustees Association

- Enter a password – make sure to follow the requirements – 12 characters or more, Upper and lower case letters, at least one number, at least one special character.
➢ Click ‘set new password’

![Reset your password](image)

➢ You will get a message that the change was successful.

![Reset your password](image)

➢ Click ‘home’
➢ Click ‘log in’
➢ Enter your email address and password, check ‘I’m not a robot’ and click ‘log in’
➢ Accept the terms of use – check off ‘I agree to the terms of use’ and click ‘continue’

![Accept Wild Apricot’s Terms of Use](image)

➢ You’re In! After doing this initial setup, you will only have to click on ‘log in’ and enter your email address and password.