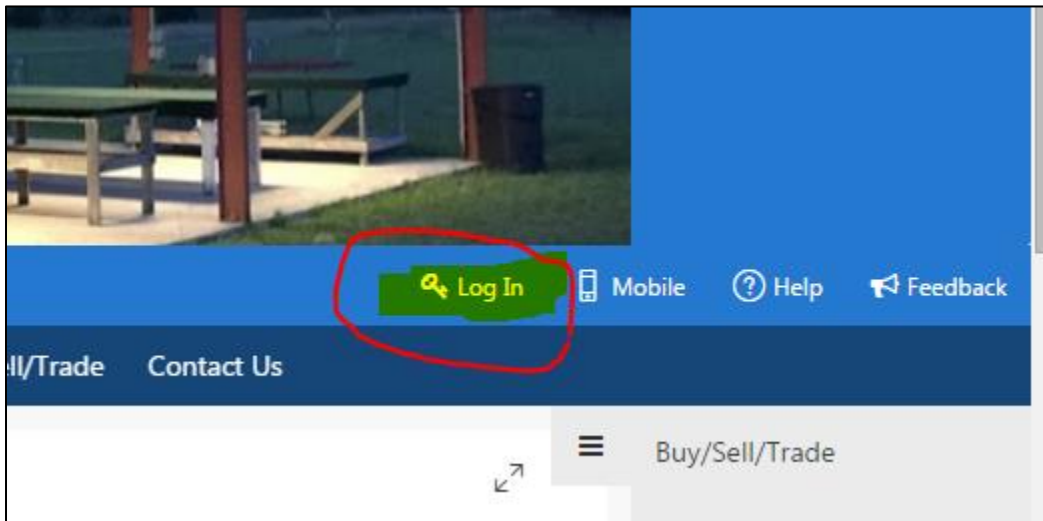


**Below are the steps to reset your ARCA password.  
YOU MUST KNOW THE EMAIL ADDRESS YOU USED TO JOIN THE CLUB, OR  
THE ONE THAT YOU ARE USING WITH US RIGHT NOW!**

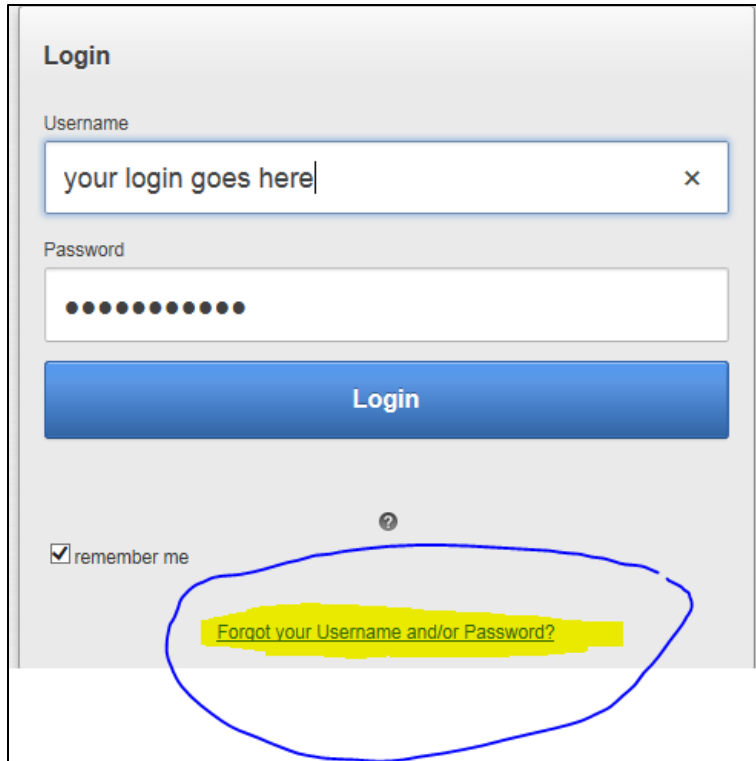
**2018 ARCA MEMBERSHIP CARDS WILL NOT START SHIPPING OUT UNTIL  
APPROXIMATELY THE 3<sup>RD</sup> WEEK OF DECEMBER 2018.**

Go to [www.austinrc.org](http://www.austinrc.org)

Choose "Log in" in the upper right corner



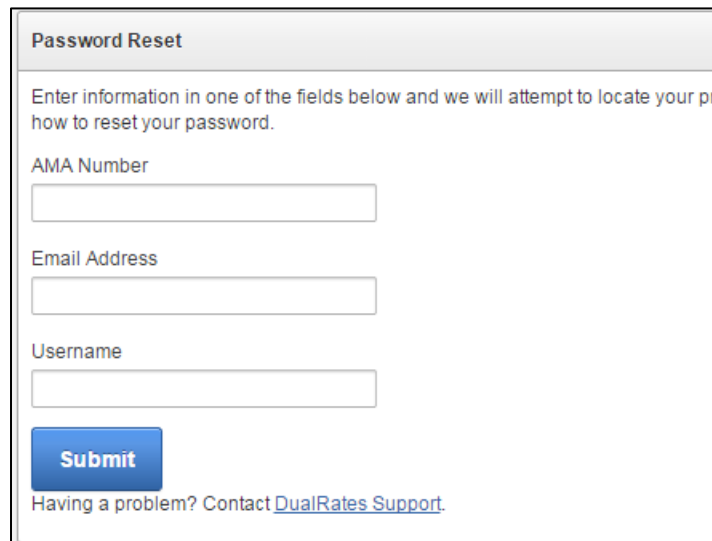
1. Log in to the ARCA website. Note. Please **DO NOT CREATE A NEW ARCA ACCOUNT!** Go through the password reset steps below if you do not know your password.
- 2.



The screenshot shows a login interface with the following elements:

- Login** header
- Username** field containing the text "your login goes here" and a clear button (x).
- Password** field with masked characters (dots).
- A blue **Login** button.
- A  **remember me** checkbox.
- A question mark icon (?) above a link that reads "Forgot your Username and/or Password?". This link is highlighted in yellow and circled in blue.

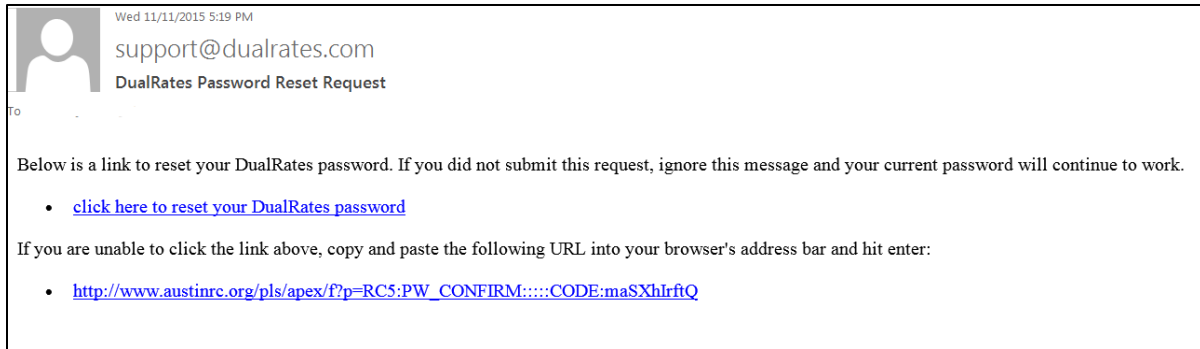
3. If you do not know your login or password, there is a link just below the login screen that will allow you to retrieve/reset that information.



The screenshot shows a "Password Reset" form with the following elements:

- Password Reset** header
- Instructional text: "Enter information in one of the fields below and we will attempt to locate your profile and how to reset your password."
- AMA Number** input field.
- Email Address** input field.
- Username** input field.
- A blue **Submit** button.
- Text at the bottom: "Having a problem? Contact [DualRates Support](#)."

4. You will receive an email from **HELP@DUALRATES.COM**. Follow the instructions to reset your password. After that step is complete, go back to the ARCA website and renew your application.
  - a. **NOTE! The email address that your password reset will be sent to, is the same email address that has been used to relay ALL email communications about club events etc. Please make sure you have access to this email account.**



Thanks!

John Eshbaugh – ARCA Secretary

Arca.jeshbaugh@gmail.com