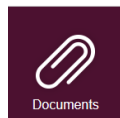


ACCESSING YOUR MEMBER PORTAL:

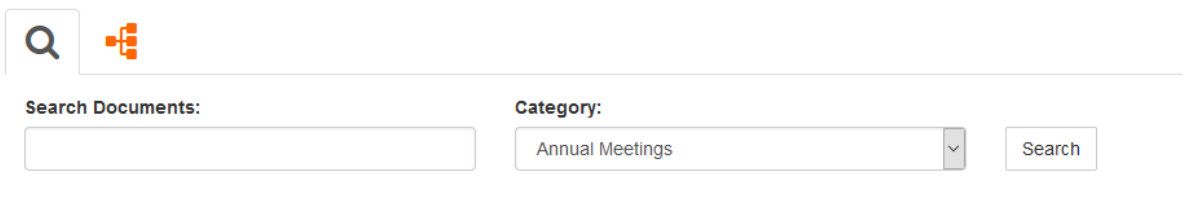
To access from a computer :

- 1- From the ncsweetpotatoes.com website click on the **MEMBER SIGN IN/SIGN UP** button in the upper right hand corner of your screen.
- 2- This brings you to a page that says RESTRICTED CONTENT – (If you are a member **and** have a member portal account) Click **Log in**
- 3- Enter your username & password – This takes you to the **MEMBER CENTER**
- 4- Click the (paperclip icon) Documents Button



5-Click the drop down ***Search All Categories***

6-Select Annual Meetings and hit the Search Button



The screenshot shows a search interface with a magnifying glass icon on the left and a paperclip icon to its right. Below these icons are two input fields. The first is labeled "Search Documents:" and is empty. The second is labeled "Category:" and has a dropdown menu with "Annual Meetings" selected. To the right of the "Category:" field is a "Search" button.

This brings up a list of documents for this meeting.

- Annual Meeting of Membership Minutes 1-16-20
- -Final NCSPC 2020 Audited Financial Statments

Minutes may downloaded prior to the meeting for review so your able make an informed vote on January 21st.

To access from a cellphone/tablet/iPad

- 1- Tap on the 3 lines in the top LEFT side of the orange banner.
- 2- Tap on **MEMBER SIGN IN/SIGN UP**
- 3- Tap on **Log In**
- 4- Enter your username & password
- 5- Click on the (paperclip icon) Documents Button
- 6- Click the drop down ***Search All Categories***
- 7- Select Annual Meetings and hit the Search Button