

GBAC

MEMBER PORTAL INSTRUCTIONS

HOW TO: REGISTER FOR PORTAL ACCESS

1. Head to the online Member Portal which can be accessed by going directly to the [GBAC website](#) & clicking on the **PORTAL LOGIN** button in the upper right-hand corner. If you would like to bookmark the portal login URL for future convenient access, it is <https://gbacnh.thememberspot.com/Account/Login>.
2. Click on the **Register Now** button.
3. Enter the email address used at the time you originally signed up for your GBAC Membership.
4. Check your email inbox for the email you just entered & look for a new email with a confirmation code.
5. Copy the confirmation code from your email & paste it into the blank field back on the website (please note, this code will remain active for only 10 minutes).
6. Enter a user name between 6 and 30 characters.
7. Enter a password that follows the requirements listed in the image below, then enter the password again to confirm. When all the red x's shown in the image below change to green checkmarks, you'll know your password has met all of the requirements.

User Name

(must be between 6 and 30 characters)

Password

Confirm Password

Your password must match the following requirements:

- ✗ Must be at least 8 characters
- ✗ Must contain at least one upper-case letter
- ✗ Must contain at least one lower-case letter
- ✗ Must contain at least one number
- ✗ Cannot contain the word "password"

Create Account

8. Click on the "Create Account" button shown in the image above. You now have access to your Member Portal!

HOW TO: SUBMIT A DECLINED PAYMENT

1. If you owe GBAC a payment for your monthly dues, you will see a "Balance" section appear in the top-left area of your member dashboard shown in the example below after logging into your Member Portal:

Balance

You currently have an outstanding balance of **\$50.00**

View transaction history

Pay Now

Recent Visits

Location	Date/Time
View entire visit history	

Unused Packages

Name	Expires	Remaining
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January 19

Tuesday

← →

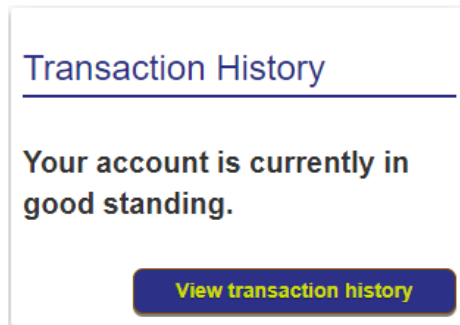
Sunday, January 17, 2021

2. To submit payment and bring your account back to good standing, click on the **Pay Now** button.
3. The balance on your account will be added to your online shopping cart. Review your cart, click on the button, enter your payment information & click on **Submit Order** to submit your payment.
4. If your payment was processed successfully, the "Balance" section of your Member Portal dashboard will be replaced with "Transaction History" and will now state "Your account is currently in good standing".

Proceed to Checkout

HOW TO: VIEW YOUR TRANSACTION HISTORY

1. If you do not have an outstanding balance when you log into your Member Portal, you will see a “Transaction History” section appear in the top-left area of your member dashboard with the note: “Your account is currently in good standing”. See example image below:



2. Click on the “View transaction history” button shown in the image above.
3. On the Transaction History page, you can choose to do the following:
 - a. Enter a “From” and “To” date to view your transaction history over a specific period of time;
 - b. Print out your transaction history by clicking the Print button in the top-right corner; or
 - c. Create a PDF of your transaction history by clicking Print, changing the destination to “Save as PDF”, then clicking “Save”.

Transaction History -

[Print](#)**Transactions From**

01/24/2021

**To**

02/24/2021

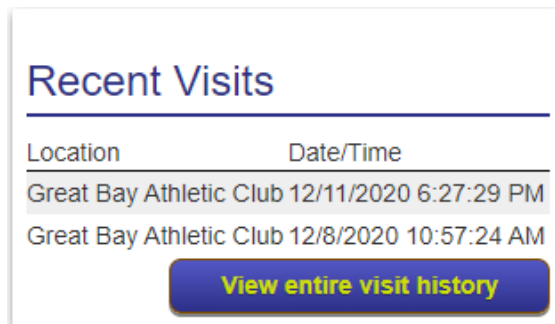
[Search](#)

Date/Time	Invoice #	Item Name	Description	Cost	Amount Paid	Balance
There are no transactions to view in this date range.						

[← Older](#)[Newer →](#)

HOW TO: VIEW YOUR VISIT HISTORY

1. After logging into your Member Portal, you will see a “Recent Visits” section appear in the top-middle area of your member dashboard shown in the example image below:



2. Click on the “View entire visit history” button shown in the image above.
3. On the Visit History page, you can choose to do the following:
 - a. Enter a “From” and “To” date to view your visit history over a specific period of time;
 - b. Print out your visit history by clicking the Print button in the top-right corner; or
 - c. Create a PDF of your visit history by clicking Print, changing the destination to “Save as PDF”, then clicking “Save”.

For assistance, please contact:

Membership Coordinator Jaime via email at jaimeatgbac@gmail.com

Club Manager Tina via email at tinaatgbac@gmail.com

Or call us! 603-659-3151