



## Creating a New Amilia Account

Amilia accounts can be used to register for activities at a variety of places. If you'd like your Amilia account to be specifically linked to an organization in particular, **begin by clicking on the link that was provided by your organization.**

A login screen will appear.

**Log in**

Email

example@domain.com

Password

**Log in**

[Sign up](#) or reset your password

Since you do not currently hold an Amilia account, you must click on **Sign up** to create one before you can go any further.

### 1. Get started!

To begin the sign up process, provide your email address and a password (which must be entered twice, to confirm it).

Click on the blue **Sign up** button.

A confirmation screen appears, as illustrated below.

**Sign up**

Your account was successfully created. You will receive an email confirmation. It contains instructions to connect to your account.

[Log in or sign up](#)



**Sign up**

Email

example@domain.com

Password

Confirm

**Sign up**

By clicking on "Sign up", you agree to the [User Service Agreement](#) and [Privacy Policy](#).

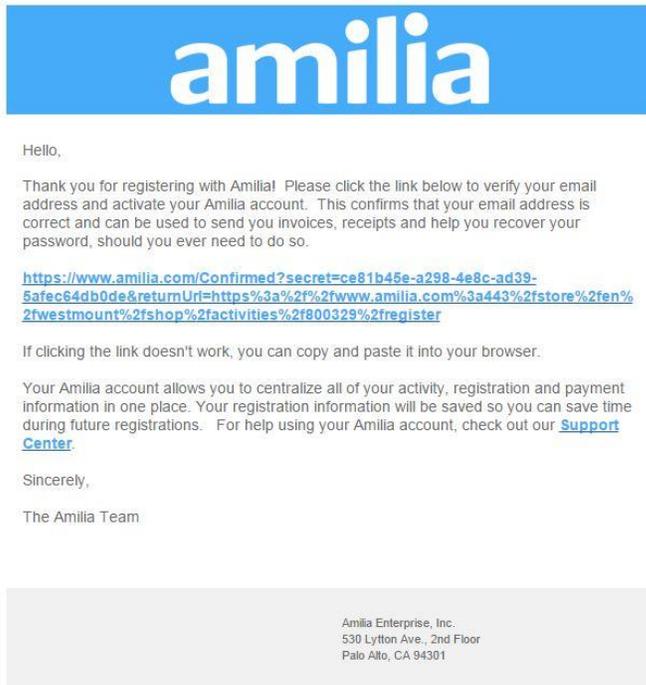
[Log in or reset your password](#)

You will now be asked to check your email. Amilia will be sending you a message that contains a link. **You must absolutely click on the link in this email in order for Amilia to recognize your**



**account.** This is essential because the organization will use this email address to communicate with you in the future, as well as to send you registration confirmations and income tax receipts!

## 2. Check your email and verify your account



a) Look for an email from [info@amilia.com](mailto:info@amilia.com). Its title should read: “Verify your new Amilia account.”

**Note: If you cannot find this email, please check your spam folder!**

b) Click on the link in the email. As the email recommends, if clicking the link doesn't work, copy and paste the link into your browser. We often hear that clicking on email links isn't safe. We assure you, it is perfectly safe in this case.

You have now validated your email address and you will be returned to the Amilia login page.

## 3. Enter Amilia. You are now ready to register and make purchases!

Enter the same email address and password as before.

Click on the blue **Login** button to continue.

From here, you are able to purchase activities, memberships or items from your organization, or to click on the Account tab to fill out some forms and provide some information about yourself and your family members.

Everything will be saved to make your next registration easier. Next time you see an Amilia login screen, provide your email address and password, and the system will pre-fill everything it can!