



## CREATE AN ELEXIO ACCOUNT

1. Take a breath. This is super easy...
2. Visit [www.ccfedmonds.org](http://www.ccfedmonds.org) and click the LOGIN button to the top right of the home page
3. This will take you to the account login page. Next you will click the Are You New? Create an account button.
4. You will be prompted to give an email address. **Please use the email address where you received this email.** This address is already linked to the database information we have for you, and you will be able to change your primary email address yourself once inside your user's account.
5. Click the Next Step button. The system will send a security code to the email address. Once you receive the email, put the security code into the next prompt window.
6. Finally, you will establish a password for your CCF account. Once you have finished this step you officially have an account! Congratulations! You're amazing!
7. Now you can follow the above steps and attach a fabulous picture to your profile.
8. Take a couple minutes and poke around your user account. Check your personal and household information to make sure we have it all correct. You can also upload a profile picture of yourself! See the instructions below.
9. Go have some ice cream and be super proud of yourself!

Want to see a video of this? We also have a short video for those who would like visual assistance with this process. You can view it at: <http://tinyurl.com/ccfelexio>.

## PHOTO SELECTION AND UPLOAD INSTRUCTIONS

1. Find a great picture of yourself and/or your family. Please no drawings/stick people.
2. Crop the picture so that you're the focal point (not the amazing landscape behind you). Save the file to your computer.
3. Log into your Elexio account, or create your Elexio account (see below).
4. Under your "My Info" tab you will see your Personal Information and Household image box. Click the "Edit" button and find where you saved your amazingly super picture! Click open, and...you did it! Please be sure to upload it to your Household Image, as this is the one that will feed our directory.
5. Good for you! You just made the world a little more beautiful!