



Account Creation

1. From the NCSL website, click on "Login" at the top-right of the page.
2. Click on the "Account Lookup or Forgot Password" link.
3. This will take you to the "Account Lookup" page:

Account Lookup

If you have forgotten your password, please enter the email address associated with your account and you will be able to reset it.
 To create an account for the first time:
 Legislators and legislative staff enter your legislative email address to get started. Other users, please enter the email you have used in the past with NCSL.

If we have a record of your email address in our system, you will be able to quickly set your password. If there is no record of your email, you will be asked to create a new account with your contact information.

Need Help? [303-856-1650](#) or [Email](#)

Email *

3. In the email box, enter your legislative or business email and click "Search Now." The system will search all email addresses we have on file. We recommend that legislators and legislative staff enter their legislative email. The email entered in this step will become your username.

If our system did find your email address:

The following message will appear:

We Found You

We found this record related to your email. Click the Activate Username button to complete the process. Enter your email as your username on the next screen

Need Help? [303-856-1650](#) or [Email](#)

Name	Organization/Company	Username	Action
First Last	Name		<input type="button" value="Activate Username"/>



Click the red “Activate Username” button and a link will be sent to the email you submitted to set up the account password. The email will arrive within five minutes and be from ncslnet-admin. The link will take you to a form which will allow you to set your password.

If the system did not find the email address:

The following message will appear:

We Couldn't Find You

We could not find a record with the email address. Please click Create Account below to complete the process. If you believe you received this message in error, please search with another email or contact us.

Need Help? [303-856-1650](tel:303-856-1650) or [Email](#)

[Back To Search](#) [CreateAccount](#)

Click the red “Create Account” button. This leads to an Account Creation page with a form. The email used to search will become the username for the account.

* Contact Type

* Email Address

* Title

* First Name

Middle Name

* Last Name



Enter your legislature or company name in the field Organization/Company, and the field should find it and autofill. If organization or business is not found, please enter "Other" to complete the form.

Organization/Company

*Address ⓘ

Country

--None--

*Street

*City

State

--None--

*Postal Code

[Back To Search](#) [Create Account](#)

Once the form is complete, click "Create Account." A link will be sent to the preferred email address entered to set the password. The email should arrive within five minutes of the request and will be from **ncslnet-admin**.

Password Reset

To reset a forgotten password:

1. From the NCSL website, click on "Login" at the top-right of the page.
2. Click on the "Account Lookup or Forgot Password" link.
3. This will take you to the "Account Lookup" page:



Account Lookup

If you have forgotten your password, please enter the email address associated with your account and you will be able to reset it. To create an account for the first time: Legislators and legislative staff enter your legislative email address to get started. Other users, please enter the email you have used in the past with NCSL.

If we have a record of your email address in our system, you will be able to quickly set your password. If there is no record of your email, you will be asked to create a new account with your contact information.

Need Help? [303-856-1650](tel:303-856-1650) or [Email](#)

Email *

[Cancel](#) [Search Now](#)

- In the email box, enter your legislative or business email and click “Search Now.” The system will search all email addresses we have on file.

- The following page will appear:

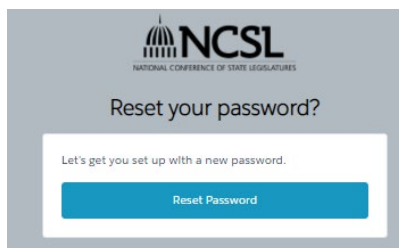
We Found You

We found this record related to your email. Click the Reset Password button to complete the process. Enter your email as your username on the next screen.

Need Help? [303-856-1650](tel:303-856-1650) or [Email](#)

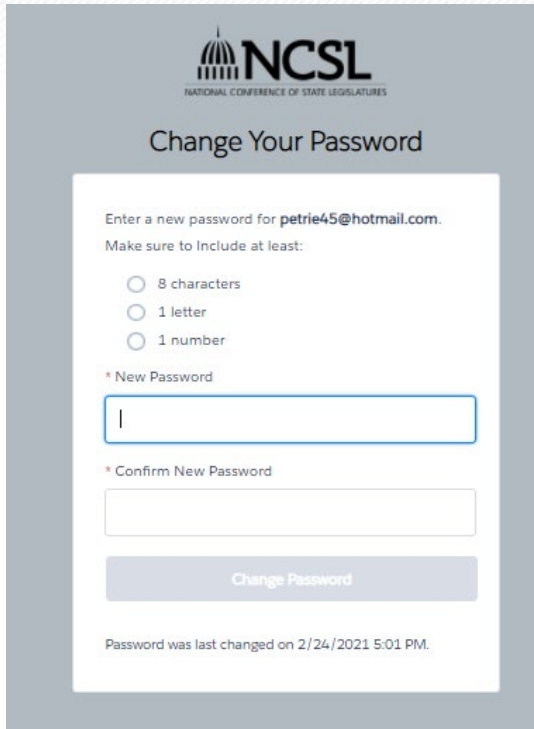
Name	Organization/Company	Username	Action
Meghan Petrie	Other	p*****@hotmail.com	Reset Password Here

- Click the “Reset Password Here” button and an email will be sent to the listed email address within five minutes.
- The email will be from ncslnet-admin; click the link provided to reset the password:





7. Create a new password and click “Change Password”.



8. The password will update and the page display will change to the user’s profile preference page.

Profile Preference Center

Once logged into the NCSL website:

1. Click on your name from the top right-hand corner (here “Legislator Test”)

[Logout](#) | [Legislator Test](#) | [Contact](#) | [Help](#)

This will take you to the profile Preference Center.

2. To make changes, click the blue “Change” link in each section. [Change](#)
You can update your contact information, select email newsletters, and note key policy areas of interest.

After making changes to each section, click the red “Save” button.

Cancel

Save