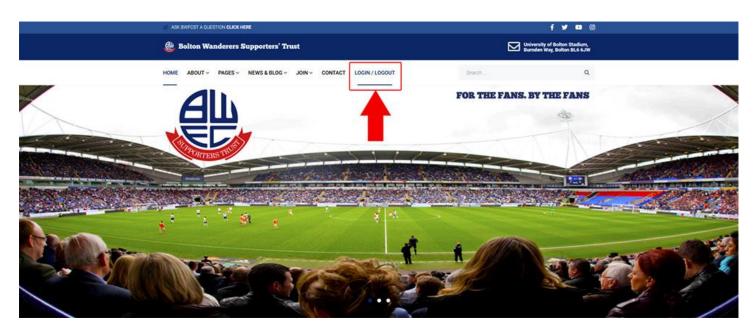
# Login to BWFCST - Step by Step

Just follow these steps and you will be able to access your BWFCST membership account in no time:

# Step 1: Launch BWFCST Website > <a href="https://www.bwfcst.co.uk">https://www.bwfcst.co.uk</a>

The first step is to go to BWFCST website and login to your account.

Open the website, in the menu, click on 'LOGIN/LOGOUT'.



### Step 2: Enter Your Email

After clicking on the link, you will be taken to a screen where you can enter your BWFCST account email address.

Make sure you enter the email account that you used to create a BWFCST account. Otherwise, you will not be able to see your member details/upgrade your account.

#### Step 3: Enter Your Password

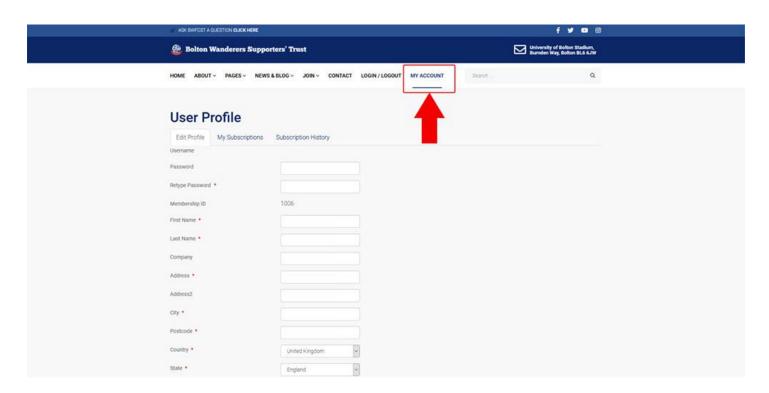
Next, enter the password for your account. You will have received a temporary password by email. If you do not have the password email simply click 'Forgot your password?' and a new one will be sent to your email. Click 'LOG IN' once you are done.

You have now successfully logged in to your BWFCST membership account.



## Step 4: Check or Edit Profile / Change Password

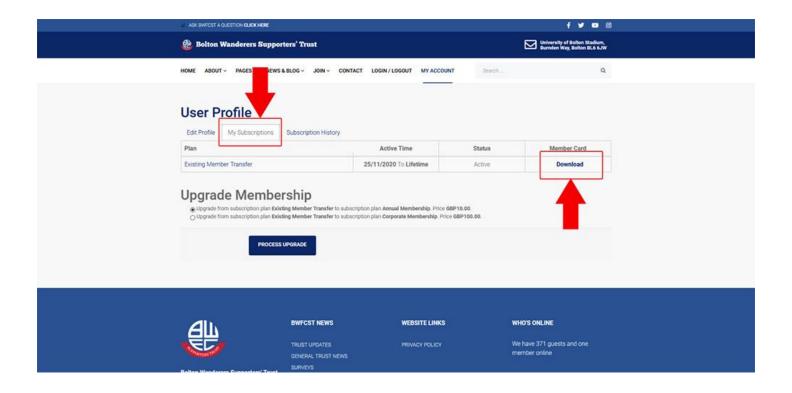
To check or edit your personal details or change your password click on the 'My Account' link in the menu. From this page you can change your address, email or password at any time. To update any amended details, click the 'UPDATE' button at the bottom of the page.



#### Step 5: My Subscriptions / Digital Membership Card

From the 'User Profile' page found in 'My Account' click the 'My Subscriptions' link.

On this page you can view your current BWFCST Membership plan and also download your digital Membership Card with unique Membership ID.

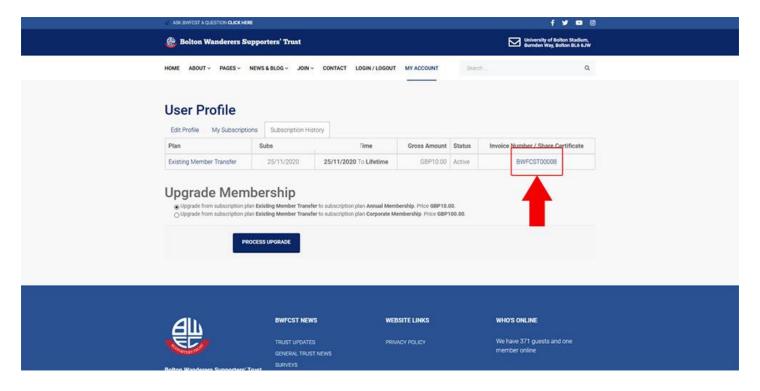


### Step 6: Subscription History / Invoice / Share Certificate

From the 'User Profile' page found in 'My Account' click the 'Subscription History' link.

From this page you can view your membership plan details, subscription date and also download your invoice and BWFCST Share Certificate.

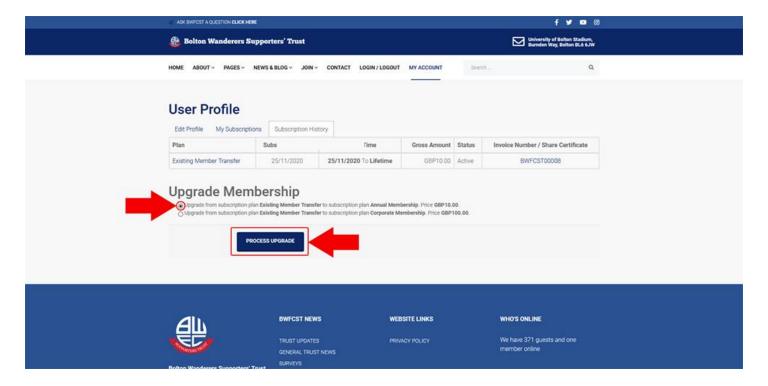
To download your invoice and Share Certificate click the link under 'Invoice Number / Share Certificate'.



**Step 7: Upgrade Membership** 

As an existing member you have been transferred to our new website with an Existing Member Account. If you wish to support BWFCST with an Annual Membership please select 'Upgrade from subscription plan Existing Member Transfer to subscription plan Annual Membership. Price GBP10.00. Click 'PROCESS UPGRADE' and follow the instructions to make payment by PayPal or Card. Your account will be billed £10 annually.

If you are already an Annual Member through our old website you can wait until your current billing cycle expires and upgrade or cancel this payment in your bank or PayPal and upgrade immediately.



## Step 8: Logout of your account

To logout of your account click 'LOGIN/LOGOUT' from the menu and click the 'LOG OUT' button.

For any help with your account please contact <a href="mailto:bryan@bwfcst.co.uk">bryan@bwfcst.co.uk</a>

**BWFCST** 07 Jan 2021