

MYBGCA

ACCOUNT CREATION GUIDE

Please use the following guide when creating a new myBGCA account.

From the home page...

Complete the form in its entirety, ensuring all fields properly identify as you. Before we start the registration, please note that you will need to have your email open to complete this process, as we will be validating your email address before sending your account for final approval.

Complete the form -

A screenshot of a web form for account creation. The form is divided into two columns. The left column contains: 'First Name *', 'Middle Name', 'Last Name *', 'Salutation' (dropdown), 'Suffix' (dropdown), 'Birth Date *' (calendar icon), a checkbox for 'I prefer not to answer', 'Gender' (dropdown), and 'Ethnicity' (dropdown). The right column contains: 'Daytime Telephone *' (with example 'eg: +12015550123'), 'Time Zone *' (dropdown), 'Date Entered Movement *' (calendar icon), 'Time Spent at Club *' (dropdown), and 'Education Level' (dropdown). At the bottom center are two blue arrows pointing left and right.

Verify all information is correct and proceed to page 2.

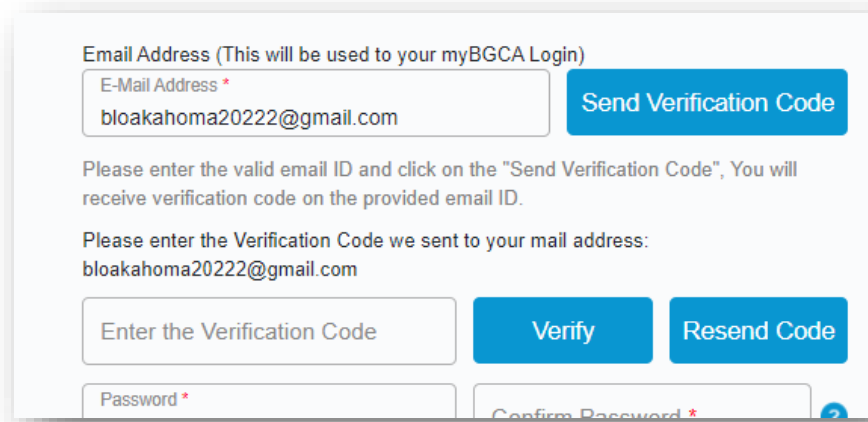
A screenshot of the second step of the account creation form. At the top, a progress bar shows '1' in a yellow circle and '2' in a blue circle. The form is divided into two columns. The left column contains: 'Affiliation *' (dropdown), 'Title *', 'Country' (dropdown), 'State' (dropdown), 'Select Organization *' (searchable dropdown), and 'Primary Club' (dropdown). The right column contains: 'Position' (dropdown), 'Professional Category' (dropdown), and an 'Email Address' section with a red border around the 'E-Mail Address *' field and a blue 'Send Verification Code' button. Below this is a 'Password *' field with a red border and a 'Confirm Password *' field with a blue question mark icon. A red error message 'Please enter valid Password.' is visible below the password field. At the bottom, there is a checkbox for 'By clicking on the check box you agree with BGCA's Terms of Use and Legal Notice & Privacy Policy' and a blue 'Submit' button.

For account support, please reach out to your CEO or HR person.

Note when including your position that this is critical to the function of your job. Refer to your CEO or DOD with any questions on what you might need to include for position

Email address

Upon entering your email address, you will need to click on the "Send Verification Code" option.



The screenshot shows a registration form for myBGCA. At the top, it says "Email Address (This will be used to your myBGCA Login)". Below this is a text input field labeled "E-Mail Address *" containing the email "bloakahoma20222@gmail.com". To the right of this field is a blue button labeled "Send Verification Code". Below the input field, there is a paragraph: "Please enter the valid email ID and click on the 'Send Verification Code', You will receive verification code on the provided email ID." Another paragraph follows: "Please enter the Verification Code we sent to your mail address: bloakahoma20222@gmail.com". Below this is another text input field labeled "Enter the Verification Code". To its right are two blue buttons: "Verify" and "Resend Code". At the bottom of the form, there are two more text input fields: "Password *" and "Confirm Password *".

Note:

The email address is your main identity in our system and therefore will require to be unique. This field cannot be edited. If you require an email address update, you will be required to create a new account.

Password – Minimum of 8 Characters, 1 Uppercase, 1 Lowercase, & 1 Number or Special Character

Once you completed the form, click on the box to confirm you agree with the Terms of Use and the BGCA Legal Notice & Privacy Policy.

Next, Click Submit

Next Steps:

Your CEO or Delegate will be prompted to approve your account.

For account support, please reach out to your CEO or HR person.