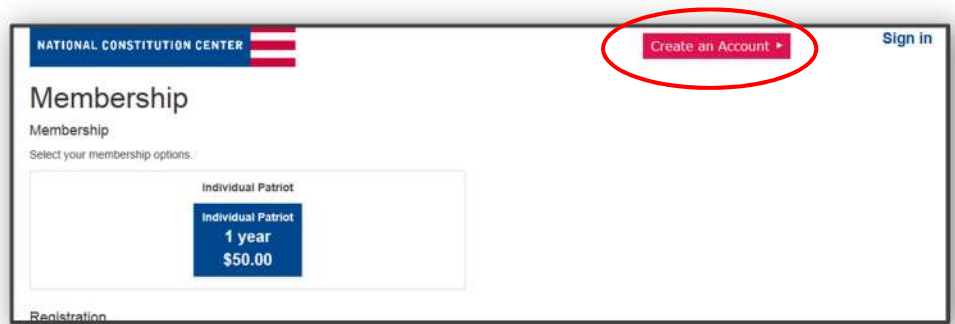


## Step by Step Guide: How to Create an Account, Sign In, and Recover Your Password

### How to Create an Account

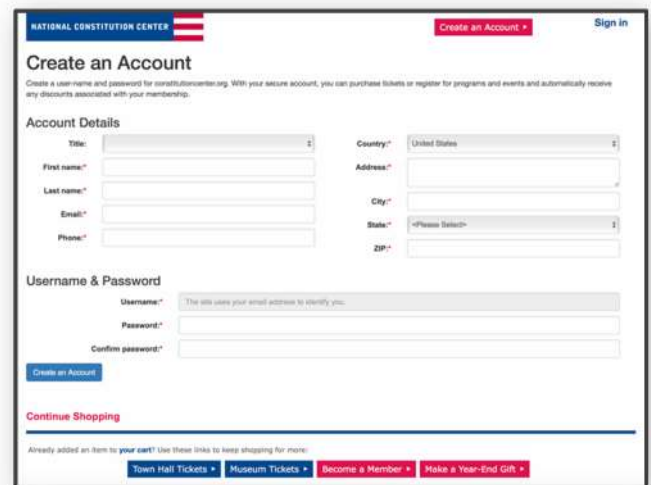
1. Click the red **“Create an Account”** button located in the upper right corner.



The screenshot shows the 'Membership' page of the National Constitution Center website. In the top right corner, there is a red button labeled 'Create an Account' with a right-pointing arrow, which is circled in red. Below the navigation bar, the page title is 'Membership' and it says 'Select your membership options:'. A card for 'Individual Patriot' membership is visible, showing '1 year' and '\$50.00'. At the bottom left, there is a 'Registration' link.

2. Fill in your account details with the required information and **enter your desired account password**.

*Once you enter your email under “Account Details,” your email will automatically appear in the username field.*



The screenshot shows the 'Create an Account' form. It has two main sections: 'Account Details' and 'Username & Password'. The 'Account Details' section includes fields for Title, First name, Last name, Email, Phone, Country (set to United States), Address, City, State (set to Please Select), and ZIP. The 'Username & Password' section includes Username (with a note that the site uses the email address to verify you), Password, and Confirm password. A blue 'Create an Account' button is located below the password fields. At the bottom of the form, there is a 'Continue Shopping' link and a row of promotional buttons: 'Town Hall Tickets', 'Museum Tickets', 'Become a Member', and 'Make a Year-End Gift'.

3. Click the blue **“Create an Account”** button below the **“Confirm Password”** field to complete the registration process.

## How to Sign In

1. Click **“Sign in”** located in the upper right corner on the ticketing page.



2. In the pop-up box that appears, **enter the email address** connected to your account.

*If you do not know the email address connected to your account, please contact Emily Polhamus at [epolhamus@constitutioncenter.org](mailto:epolhamus@constitutioncenter.org) or 215-409-6785 Monday through Friday, during regular museum hours.*

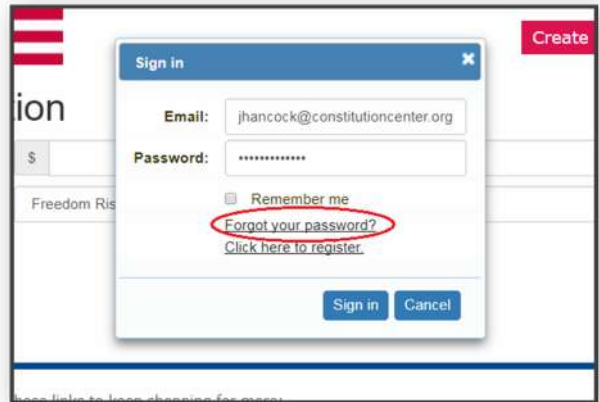


3. **Enter your password** and **click the blue “Sign in” button**.

*If you forgot your password, [click here](#) for instructions on how to recover your password.*

## How to Recover Your Password

1. In the sign in pop-up box, click **“Forgot your password?”**



2. Enter the email address connected to your account and click the **“Submit”** button.



3. Check your email for the password reset link and click on the link provided.

4. Enter a new password using the requirements below and click the **“Submit”** button.

*Passwords must be at least 7 characters in length*

