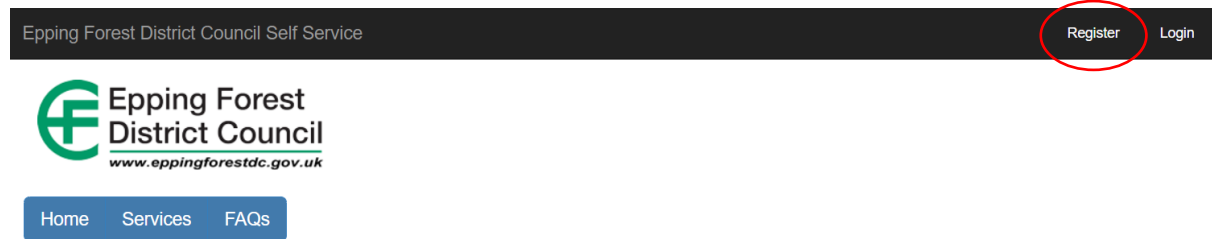


Members Guide to Register for Member Contact

How to register for a Member Contact account

1. Go to the Member Contact Form using either the App on your iPad device titled 'Member Contact' or use this link from any web browser on any device – <https://eppingforestdc-self.achieveservice.com/service/Member Contact>
2. Click 'register' from the toolbar on the top right of the screen.



Before you begin

Sign up for an account to manage your service requests and accounts with us. Creating an account saves you time with auto-completion of your contact information when completing forms and the ability to view a history of your requests and accounts.

[Sign up now](#)

[Log in](#)

or, continue without an account

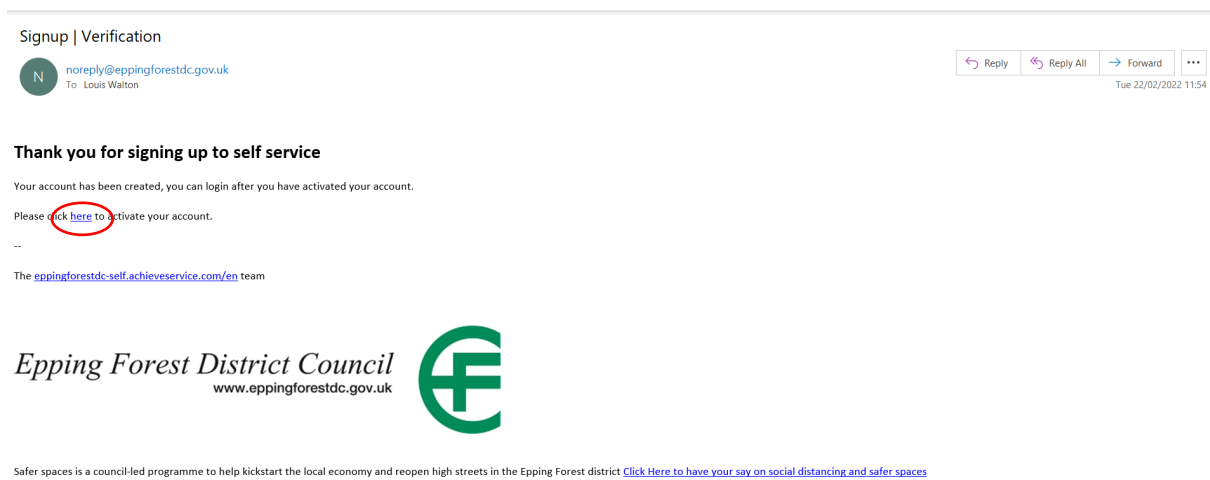
3. Enter your EFDC email address and the password you wish to use for Member Contact. The password must be entered twice to confirm, then click 'submit' .

The image shows a registration form titled "Registration". Below the title, it says "Please enter your email and a password to register for self". There are three input fields: "Email *", "Password *", and "Confirm Password *". Each field has a red border. At the bottom left, there is a "Cancel" button with a red 'x' icon. At the bottom right, there is a "Submit" button with a green checkmark icon, which is circled in red.

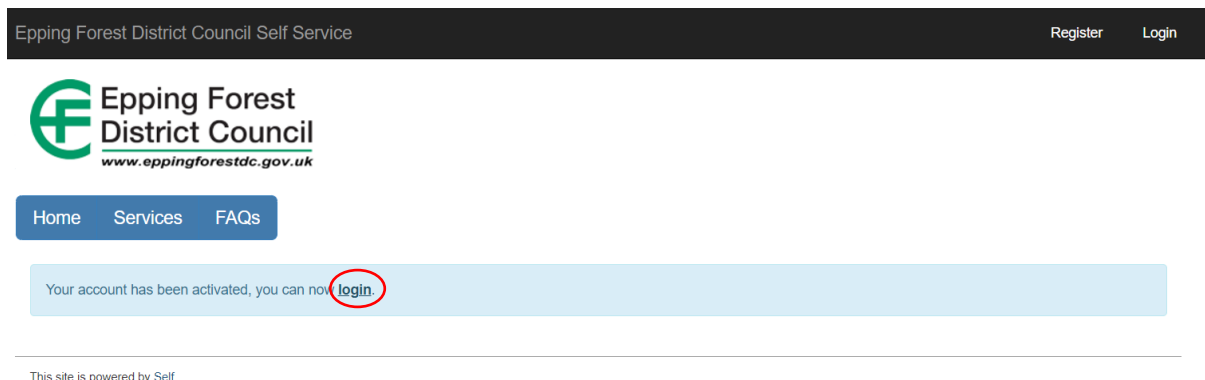
4. Once you have clicked submit, you will see the pop up as shown in the screenshot below which is telling you an email has been sent to your mailbox for you to verify it is you who is setting up the account.

The screenshot shows a registration form with the following fields: Email (lwalton@eppingforestdc.gov.uk), Password (masked with dots), and Confirm Password (masked with dots). There are 'Cancel' and 'Submit' buttons at the bottom. A yellow pop-up box titled 'Email Verification Required' is overlaid on the right, containing the text: 'Your account has been successfully registered. Before you can use it, you must verify your email address. An email has been sent to lwalton@eppingforestdc.gov.uk containing instructions on how to do this.' with 'Ok' and 'Cancel' buttons.

5. Below is a copy of the email you will receive. You need to click where it says 'click here to activate your account'.




6. Once you have clicked on the link, your account will now be verified. You need to click where it says 'log in' which will take you to the log in page.



7. You can now log in using your EFDC email address and the password you have set.

Log In

[Forgotten Your Password?](#)
OR

Office Login