

CREATING A CKC PORTAL ACCOUNT

In order to login to the new CKC Portal, you must first create an account

1. Visit <u>www.ckc.ca</u> and click the **red LOGIN** button at the top right hand side of CKC's homepage.



2. On the login page, click on CREATE AN ACCOUNT.

	CANADIAN KENNEL CLUB
	Log In
	Need a CKC portal account? Create an account
Email Addr	Au memoers are required to set-up a new account.
Password	
	Log in
	Forgotten Password

3. Select one of three options that reflects your status with CKC. Each option will have its own unique dropdown form to be completed.



- **I am already a member** is for current CKC Members
-) I want to become a member is for those who wish to become CKC members
- **I only want to setup a portal account** is for non-members

- 4. Complete the information in the required fields denoted by a red asterisks (*).
- 5. Press the **red REGISTER** button on the bottom of your form.

CKC Portal Reg	istration		
Select one of the following			
I am already a member			
I want to become a member			
I only want to setup a portal	account		
Email Addres	CKC Membership		
Email Address	CKC Membership #		
Email Address Email Address How much is the sum*	CKC Membership		
Register Please enter your 'Email Addre	ess' and 'Membership#'. You will receive email w	ith a link to register to the portal	

6. Check your inbox for an email from CKC that will include a link that you must click on to navigate to a form in which you will verify your email address and create a password.

Verify Entain	
Password	
Note: Password must be at least 8 characters, and must include at least one upper case letter, one lower case letter, and one numeric digit.	
Repeat password	

7. Once you create your password, click on the **red REGISTER** button and your account will be confirmed.

Th	ank you!
You	have been successfully registered to CKC portal. Now, navigating to login page.
Click	k Here to go to the Login page

Troubleshooting Tips:

- When creating an account, enter your CKC membership number without preceeding zeros.
- If your email address is invalid, this may be a result of CKC Staff creating an account for you when processing applications. Head to the login page, enter your email address and click "Forgot Password." An email should arrive in your inbox with a link to reset your password.
- Passwords must contain a minimum of 8 characters (upper and lower-case letters, and either a number or a symbol).





It is our recommendation to use Google Chrome as your default browser for optimal performance when using the CKC Portal.