# HOW TO LOGIN/REGISTER

You will need an ActiveLCF login to submit reservation requests or pay invoices. Having a login opens many features not available to unregistered users, including submitting reservations, monitoring request status, paying invoices, and much more.

EXISTING USER Login to ConnectLCF:

1. Navigate to ActiveLCF.
2. Click the **Sign in/Up** button located on the homepage.
3. Enter your **Email Address** and **Password** in the fields provided.
4. Click **Sign In.** *ActiveLCF* validates your login and, if it is valid, opens your Accounts Page.
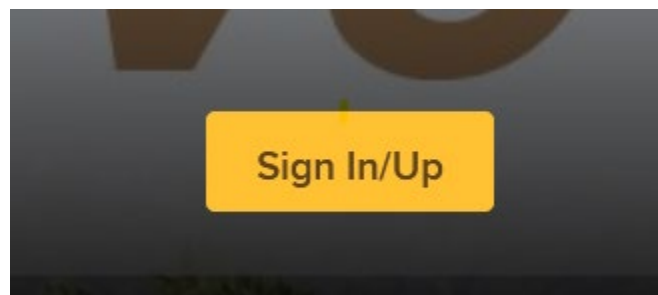
NEW USER Register:

1. Navigate to ActiveLCF.
2. Click the **Sign in/Up** button located on the home page.
3. On the following page, click on "Join" to create a new account.
4. Enter your email address and click next.
5. Follow the instructions to complete your registration.