

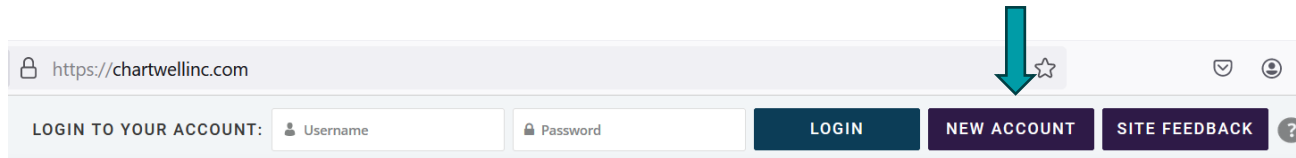


# Creating Your Chartwell Website Log In Account

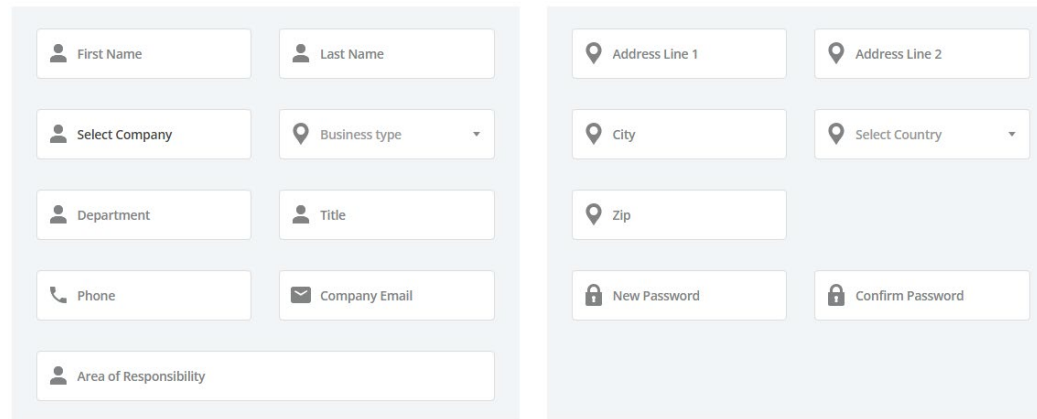
Instructions for New Members

# 1. Enter your contact information

To create a new log in account for [chartwellinc.com](https://chartwellinc.com), click on [New Account](#) at the top of the page.



Complete your contact information, using your business email, address, and phone.

A registration form with two columns of input fields. The left column contains: 'First Name', 'Last Name', 'Select Company', 'Business type' (dropdown), 'Department', 'Title', 'Phone', 'Company Email', and 'Area of Responsibility'. The right column contains: 'Address Line 1', 'Address Line 2', 'City', 'Select Country' (dropdown), 'Zip', 'New Password', and 'Confirm Password'.

## 2. Select your topics of interest

Check the appropriate boxes, then click SUBMIT.

Please select your topics of interest:

- Billing & Payment
- Communications & Marketing
- Customer Service/Care
- Digital Experience
- Outage

Other

**Chartwell Blog**

- I would like to subscribe to Chartwell's blog.

**Chartwell Email**

- I would like to unsubscribe from all Chartwell Marketing emails.
- I have read and agree to the terms of Chartwell's Privacy Policy and EULA



SUBMIT

Clicking OK will return you to the registration page.

**Thank you. Please check your email for a registration confirmation which will allow you to activate your account – then you'll be able to register for events!**

OK



# 3. Confirm your registration

***This is an important step in the process:***

Check your inbox for a verification email from  
**Chartwell Inc.**

**<memberservices@chartwellinc.com>**

Click on the email link to confirm your registration:

Someone has requested a registration for the following account:

Site Name: Chartwellinc

Username: [\\*\\*\\*\\*\\*@\\*\\*\\*\\*\\*.com](#)

If this was a mistake, just ignore this email and nothing will happen.

To confirm your registration, visit the following address:

<https://chartwellinc.com/registration/?action=confirm-registration&key=TWVGht6UhR3e08jEn1Ej&login=emctighe%40chartwellinc.com>



# 4. Your account will be connected within 24 hours

The email link will take you to a login page. This is all you need to do for now!

You will be able to log in, but it could take Chartwell's system up to 24 hours to connect your login with your company's account.

Once your account is activated and you are logged in, you will have full website functionality.

Need assistance? Please email [memberservices@chartwellinc.com](mailto:memberservices@chartwellinc.com).

