

A Step-by-Step Guide to Joining or Rejoining CAHH on hollinhills.org

1. You're already a member of hollinhills.org. You just need to reset your password.

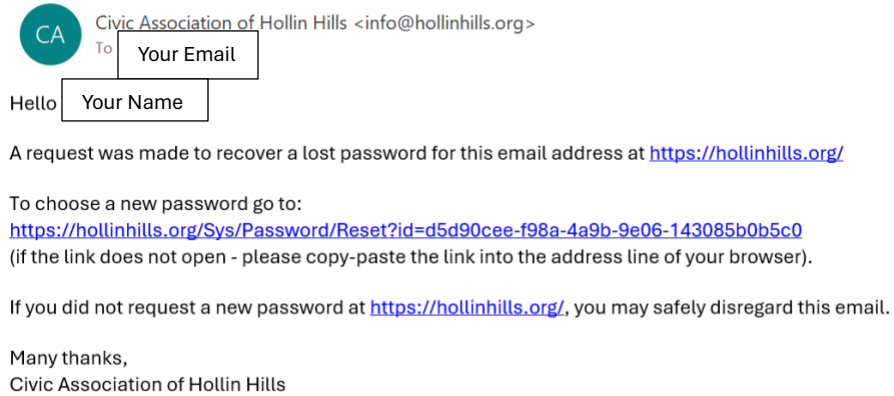
- a. Figure out your bundle coordinator. This is the person in your household that has the main account (and typically pays the CAHH dues).
 - i. If you're not sure check the email addresses listed in the Hollin Hills directory. You will have received an email from the Civic Association of Hollin Hills with the name and email address of your bundle coordinator.
 - ii. If you want another adult to be the coordinator or have trouble figuring out who the bundle coordinator is, email membership@hollinhills.org.
- b. Go to <https://hollinhills.org/Sys/ResetPasswordRequest>. You should see the following:

The screenshot shows the website header with a 'Log In' button, the 'Civic Association of Hollin Hills' logo, and a search bar. Below the header is a navigation menu with links for Home, About us, Community Guide, News & Events, Join, Parks & Rec, and Store. The breadcrumb trail reads 'Home > Reset password request'. The main heading is 'Reset password'. The form contains a text input field for '*Your email' with a yellow arrow 'i' pointing to it. Below this is a reCAPTCHA widget with an 'I'm not a robot' checkbox and a yellow arrow 'ii' pointing to it. At the bottom of the form is a 'Submit' button with a yellow arrow 'iii' pointing to it. The footer includes the text 'Civic Association of Hollin Hills (CAHH) is a 501(c)7 non-profit, social and recreational organization.', the address '1600 Paul Spring Rd Alexandria, VA 22307', and social media icons for Facebook, Twitter, LinkedIn, and YouTube. It also includes links for 'Sitemap | Privacy Policy | Refund Policy | Terms of Use'.

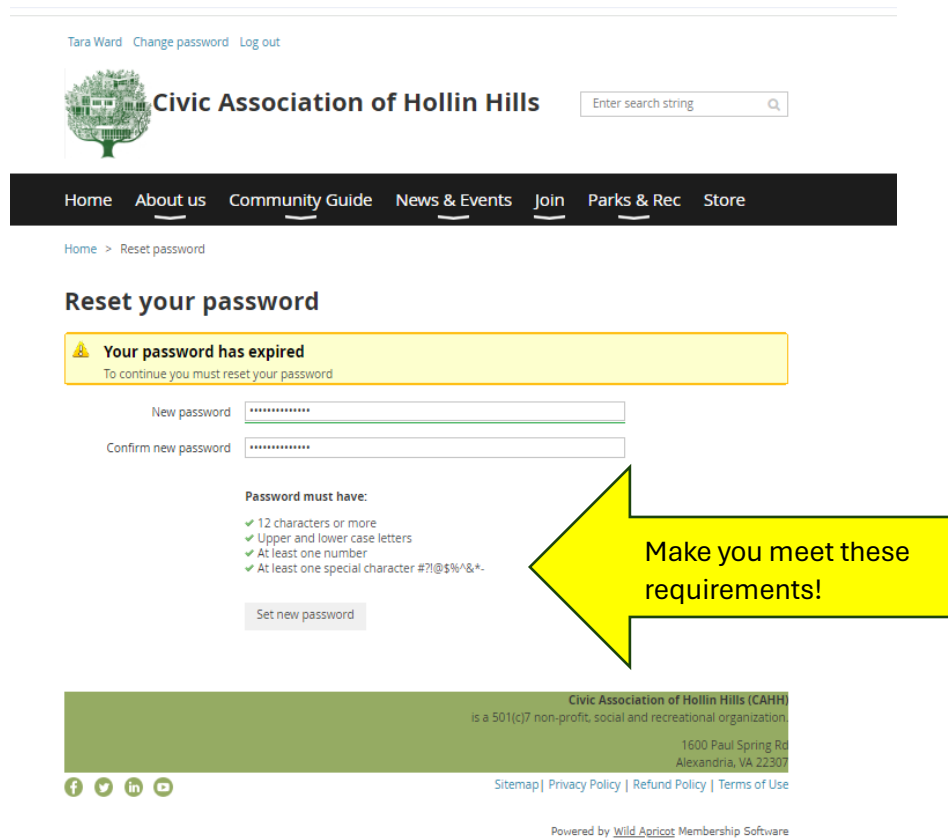
- c. Complete the above form:
 - i. Input the email of the bundle coordinator under “your email”
 - ii. Check “I’m not a robot”
 - iii. Click “submit”
- d. You will be asked to complete the captcha by identifying objects in 1 or 2 pictures.
- e. It will notify you that an email has been sent to your email.

- f. Check your bundle coordinator’s email for a message from the Civic Association of Hollin Hills. It should look like this.

Choose a new password for your Civic Association of Hollin Hills account

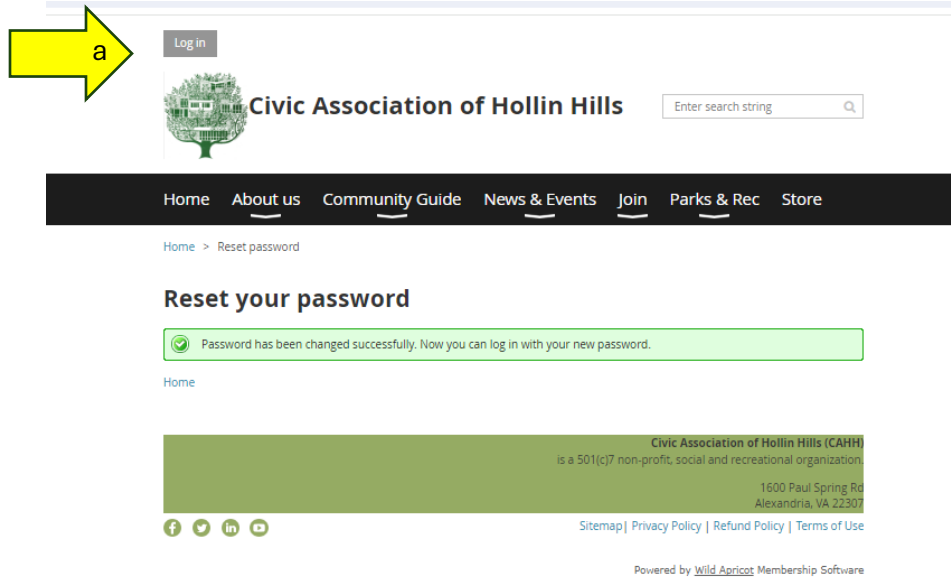


- g. Click on the link under “To choose a new password go to:” It will take you here:



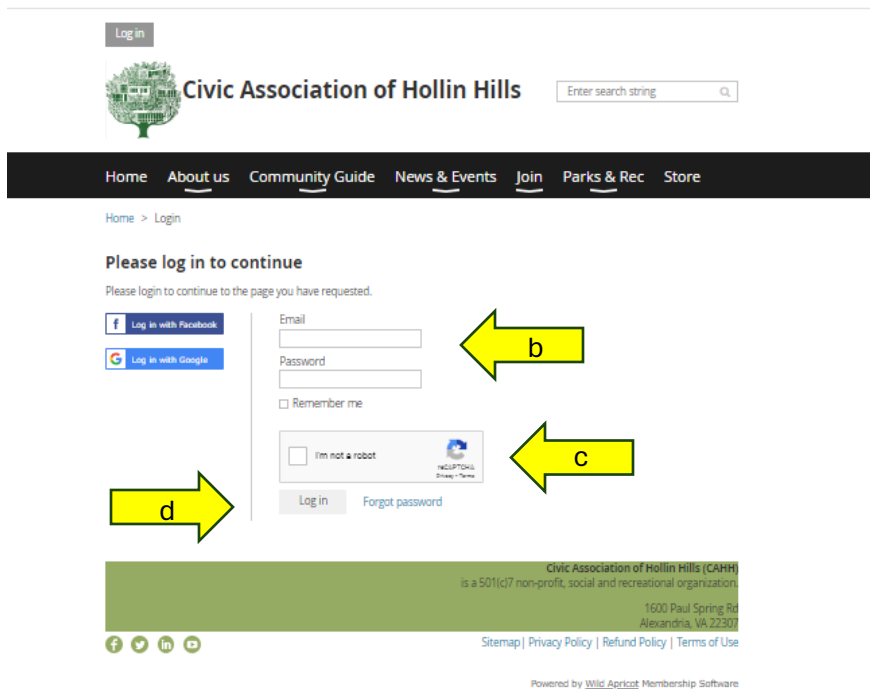
- h. Enter and confirm (reenter) your password. Then press the “set new password” button.

i. You'll receive this confirmation message.



2. Now you can log in.

- Press the “log in” button on the upper left above the confirmation message.
- Enter your email and new password
- Check “I’m not a robot”
- Press the “Log In” Button

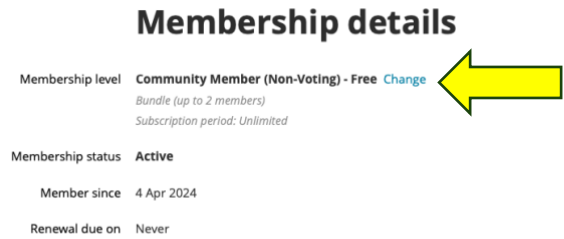


3. Renew your membership.

- a. Click on your name at the upper right of the webpage.



- b. Click the “Change” button



- c. Click on the dot after Membership Level and click on the “Next” box at the bottom right

[Home](#) > [My profile](#) > Membership level change

Change membership level

Select membership level * Mandatory fields

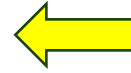
* Membership level **Community Member (Voting) - \$150.00 (USD)**
Bundle (up to 4 members)
Subscription period: 1 year, on: May 1st
No automatically recurring payments
Owners and residents of homes within the Hollin Hills community who have joined the CAHH and are current with CAHH membership dues.

- d. If necessary, update your contact information on the form.
e. Click on “Update and Next” box at lower right

Change membership level

New level Community Member (Voting) - \$150.00 (USD)
Bundle (up to 4 members)
Subscription period: 1 year, on: May 1st
No automatically recurring payments

Cancel Back Update and next



- f. If you would like to pay by credit card, select “pay online”

Membership renewal

Review and confirm

Renew to 1 May 2025
Community Member (Voting) - \$150.00 (USD)
Bundle (up to 4 members)
Subscription period: 1 year, on: May 1st
No automatically recurring payments

Current status Active

Total amount **\$150.00 (USD)**

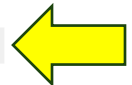
Payment instructions Thank you for your payment which has been credited to the Civic Association of Hollin Hills. A receipt will be provided; please retain your donation receipt for tax purposes.

VISA MasterCard DISCOVER AMERICAN EXPRESS

OFFLINE

Cancel

Back Invoice me Pay online

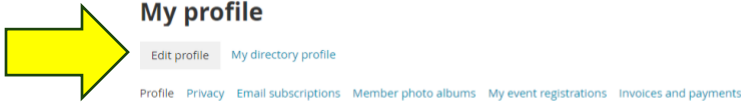


- g. If you would like to pay by check, click “invoice me.”
- i. Send a check made payable to the Civic Association of Hollin Hills and the invoice number in the memo field to **CAHH, 1600 Paul Spring Road, Alexandria, VA 22307**

Congratulations! You’ve joined or rejoined CAHH. Now enjoy all that hollinhills.org has to offer.

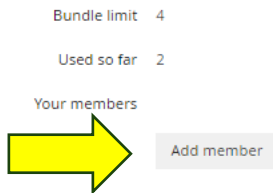
A Couple More Things You Might Want to Do

- a. To change your contact information, click the “edit profile” button



- ii. Don't forget to click the “save” under “my profile”
- b. To add a member to your bundle, click the “add member button” under "bundle summary”

Bundle summary



- c. Adjust who can see your information using the privacy tab under “My Profile”

