The Native Plant Society of Texas is excited to introduce our new **Member Portal**!
It allows all members to easily renew their membership, update their personal information, and register for classes and events.

*We encourage you to set up a login and password to your personal Member Portal today!*  

## Member Portal Instructions

Members can access their account information and transaction history (i.e. donations, event registrations, and memberships) with the Native Plant Society of Texas in the **Member Portal**.

Access the **Member Portal** at [https://nativeplantsocietyoftexas.app.neoncrm.com/np/clients/nativeplantsocietyoftexas/login.jsp](https://nativeplantsocietyoftexas.app.neoncrm.com/np/clients/nativeplantsocietyoftexas/login.jsp) (Save this link for easy access.)

Or find the **Member Portal** in the dropdown menu under the Membership tab on our state website, [npsot.org](http://npsot.org).

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### Setting Up Your Login and Password

Contact Craig Coulter, Membership Coordinator, at membership@npsot.org, with questions about these instructions.

Our new system has already created accounts for all memberships (active or expired) since 2018. Therefore, you already have an account but not a personal login. At the “Account Login” (see below), **do not fill in a login name and password**. Instead, click “Having Trouble Logging In”. That will take you to “Help with my account” (see on next page).
You will now see the “Help with my account” screen. Fill in the email address that this message was sent to and click “CONTINUE”.

You will receive an email with a link to set up your login name and password for the first time. Follow the instructions in the email. Next you should see your “Welcome” page with your name and account ID # in the upper left and a dropdown menu on the right for easy navigation to the options described on the next page.
My Membership Details — view your active membership, renew your membership, add and update sub members, and set up and manage Auto Renewal.

My Event History — if you have attended any Native Landscape Certification Classes, you can review them here.

My Donations — make donations, view your donation history beginning in June of 2021, and set up and manage recurring donations.

Update My Profile and Emails — update your contact information and upload a profile picture. Email membership@npsot.org to update chapter affiliation(s).

Manage My Addresses — update address information.

Register for Classes & Events — register for NLCP Classes and Symposia. Scroll down to view all Events.

Change My Password — change your password.

Re-subscribe Email — choose your email subscription preferences. (This feature is not fully developed yet, but please be sure to check the box that says “All active members”. Other email subscriptions may become available at a later date.)

Login Home — return to your home page.

Logout — log out of the Member Portal.

Please set up a login and password to your personal Member Portal today! Stay tuned for new developments.

Contact Craig Coulter, Membership Coordinator, at membership@npsot.org, with any questions.