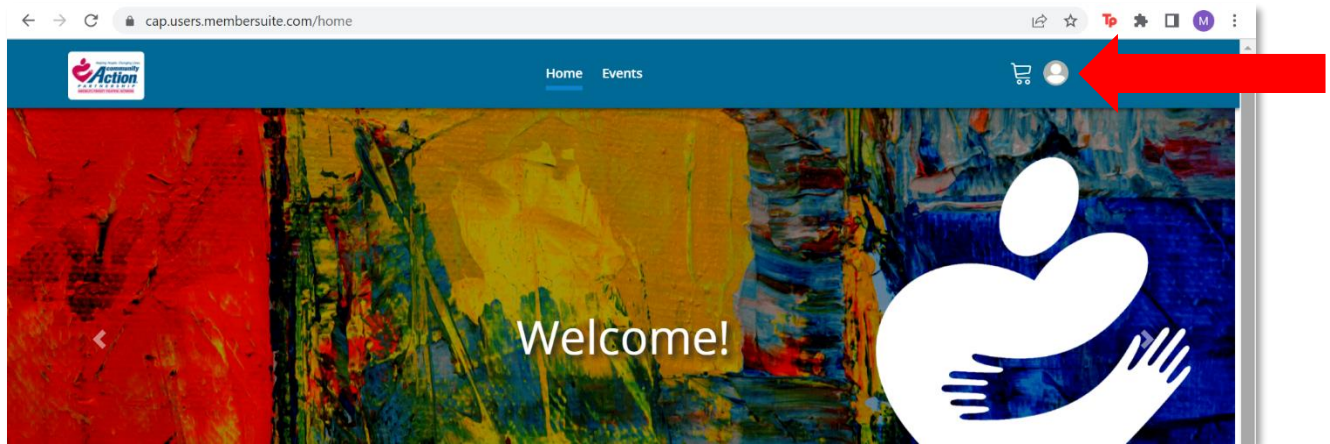


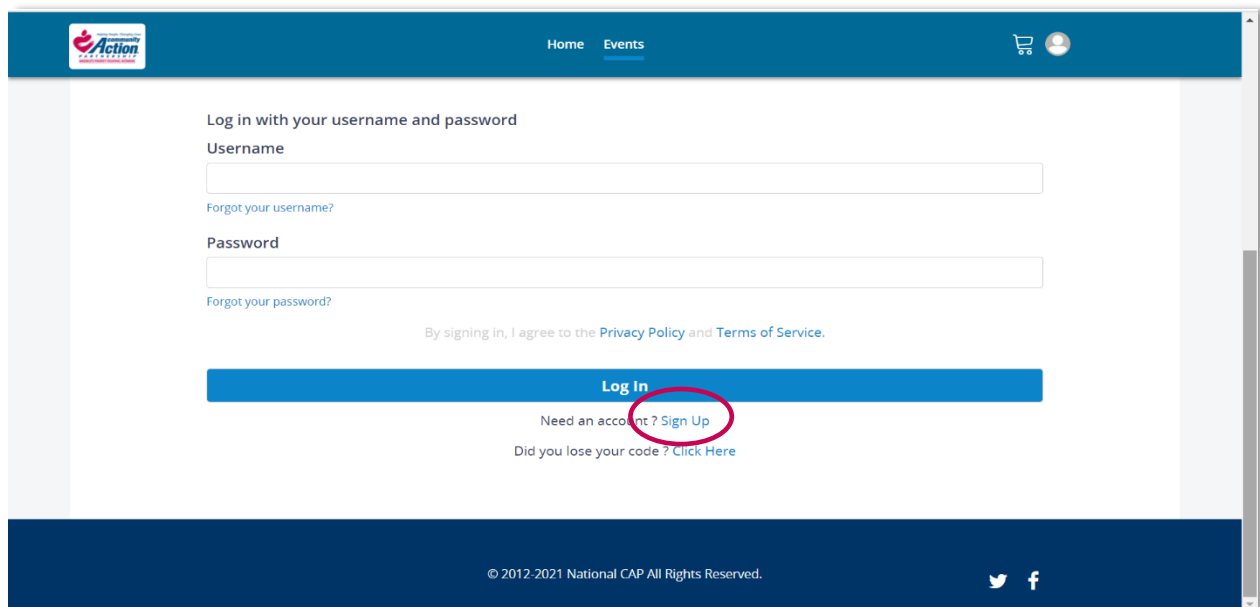
How to Create an NCAP MemberSuite Account

MemberSuite is NCAP's customer relations management system. You'll use it to register for events, manage your agency's contact information, and stay connected with peers.

STEP 1: Go to <https://cap.users.membersuite.com/home>. Then, select the image of a person in the upper right corner.



STEP 2: Log in to your agency account or create one.



Sign up with a new account

Username
ncapevents

Email
registration@communityactionpartnership.com

Password
.....

[Sign Up](#)

[Already have an account? Log In](#)

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IMPORTANT: If you are signing up/creating a new account, you will need to check your email for a verification code – *remember to check spam for your verification code if it does not appear in your Inbox.*

Home Events

PARTNERSHIP
AMERICA'S POVERTY FIGHTING NETWORK

We have sent a code to the email tied to the username entered.
Enter it below to confirm your account.

Verification Code

[Confirm Account](#)

Didn't receive a code? [Resend it](#)

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STEP 3: Enter your account information.

The screenshot shows the 'Create Account' form with three tabs: 'Create Account', 'Organization Information', and 'Communication Preferences'. The 'Create Account' tab is active. Below the title 'Create Account' is the instruction 'Select the type of account you wish to create.' The 'Personal Information' section includes a profile picture placeholder with an 'Upload' button. Below that are input fields for 'Username' (containing 'ncapevents'), 'First Name' (containing 'NCAP Events'), 'Last Name', and 'Team'. A blue 'Next' button is located at the bottom right of the form.

IMPORTANT: You can search for your agency by full name and/or acronym to make sure you receive applicable member benefits.

The screenshot shows the 'Organization Information' form with three tabs: 'Create Account', 'Organization Information', and 'Communication Preferences'. The 'Organization Information' tab is active. Below the title 'Organization Information' is the question 'Which organization do you belong to?'. There are three radio button options: 'I am affiliated with', 'My affiliated Organization does not appear. Create New', and 'I am not affiliated with an Organization'. The first option is selected. Below it is an 'Enter Name' search box containing 'Community Action Partnership National'. A dropdown menu is open, showing two identical entries: 'Community Action Partnership National Office' with 'Washington', 'DC', and 'US' listed to its right. A 'Next' button is located at the bottom right of the form.

STEP 4: Select your communication preferences.

Your account setup is complete!