



First Time Login Instructions

1. Type it into your browser: <http://www.explorethevillage.com/members>
2. Enter your Member Number as the Username and use 12345678 for the Password

Primary Member ID _____

Alternate Member ID _____

Alternate Member ID _____

* Only the Primary Member ID can be used to pay assessments and utilities on the portal; however, any Member ID can be used to book a tee time, allow gate access, purchase amenities and event tickets.

3. Now set up your web account and set up a new secure password:
 - A) Click on your name at the top of the page
 - B) Or, click on Member Tools, then click on My Profile
4. Click on the Edit Profile button
5. The first thing you must do is enter your name and email address, then click the Update button under Account Information. TIP: The email address you enter here is the one that will be used to send you a reset link if you forget your password.
6. To change your password, type in the current password (12345678), then enter a new password and retype the new password to confirm it, then click 'Change Password' button
7. Click on the update button at the bottom of the screen

If you have any questions or require assistance, please contact Member Services @ 501.922.5556.