

CMDFW will be using a cloud-based CRM solution offered by Neon CRM to support its member management and registration requirements.

# Members can access the new system either from

- 1. the *Registration*  $\rightarrow$  *Login* menu option on the www.cmdfw.org website, or
- 2. directly at *https://www.z2systems.com/np/clients/cmdfw/login.jsp*

A SH LWA VIEW	MAYA MISSION	
Account Login		
Password: Forgot Password?		
Remember me for 2 weeks.	Secured by Othawte	
Creste an account		Fewerad by NeonCRM
Chimnaya Saaket, 17701 Davenpart Road, Dallas Texas 75252 Phone: (		

Current member accounts from the legacy registration system have been migrated to the new system, including household members and contact details.

NOTE: if you encounter challenges, need additional support, or do not recall the email id that you had registered with on the legacy system, please contact the CMDFW Member Support team

at *membership@cmdfw.org* or complete the support request form at *https://www.z2systems.com/np/clients/cmdfw/survey.jsp?surveyId=4&* 



## Step 1: Launching the Initial Constituent Portal Login Page

To launch the portal please type in the following hyperlink on your browser/ smart device:

https://cmdfw.z2systems.com/np/clients/cmdfw/login.jsp

When the page launches you will see the functionality being very similar to the prior registration system.

643			MAYA MISSION	
	Account L	₋ogin		
	Password:	Forgot Password?		
	Remember me fo	r 2 weeks. Log In	Secured by Othawte	
		Create an account	click to verify	
				Powered by NeonCRM

CMDFW Portal login page

For existing members of CMDFW, if you have <u>already registered on the new Constituent Portal</u>, proceed to login by typing in your login name and password.

Else, If you are using the system for the first time, and if you were a member of CMDFW (2017 or earlier):

Proceed directly to Step 2. PLEASE DO NOT CLICK THE "CREATE ACCOUNT" OPTION. This will create duplicate accounts in the system and create issues for you while registering for Bala Vihar classes during 'Member Only' Registration period.



#### Step 2 – First Time Login

If you were a member of CMDFW (2017 or earlier), the registration team has already migrated your account information to the new system.

Step 2a: As an <u>existing member of CMDFW</u>, <u>if you are using the new Constituent portal for the first time</u> - please follow the instructions below to enable access to your online account

6.3	CHINMAYA MISSION DALLAS/FORTWORTH	
	Click this link to reset your password OR to obtain first time password instruction Password: Forgot Password?	ons
	Remember me for 2 weeks.  Log In  Create an account  Create an accou	
		Powered by NeonCRM

Obtaining, Resetting, recovering a password to the constiuent portal

Step 2b: NEON will open up a new window with the following page

CORD CORD CORD CORD CORD CORD CORD CORD	CHINMAYA MISSION DALLAS/FORTWORTH	
Help with my account		
If you forgot your login name or password,	enter the e-mail address associated with your account and we'll email you a link to recover the Step 1. Enter your 'PRIMARY' email account that you used with the current registration system Step 2. Click Send Recovery email	at information.
		Powered by NeonCRM

Password recovery email screen



NEON will send you an email to you with the link to reset your Password.

NOTE: If you have forgotten your 'PRIMARY' email account with the current Registration system, please contact the CMDFW registration team at <u>membership@cmdfw.org</u>.

Step 2c: You will receive email with similar content as below

E	and the second s	FORTWORTH
Re: Login Information for A	Account:	Rectangular Snip Click on this link to reset your credentials
You have recently request to set up your login name	5	your accoupt. Please go to the following page
https://www.z2systems.co SvbjlbiZL7bWRItAFQk1N	the second se	ogin.jsp?secureId= Z- GINv5kZWAKWLo80iwojex&
		below and use the Access Code to continue:
•	bWRItAFQk1NbcVsfbDd	le6lu72qJDCeZGINv5kZWAKWLo80iwojex
Chinmaya Mission Dallas/ http://www.z2systems.com		
Chinmaya Mission Dallas www.cmdfw.org	/Fort Worth	

Password setup/ recovery email



## Step 2d: Create login name and password

Set Login/Password Select the account for which you would like to reset password: Account: Test_Rajesh_First Test_Rajesh_Last Login Name: Individual Constituent User	<ol> <li>If you are an existing member of CMDFW you will have an assigned "Login Name" (see next screen)</li> </ol>
Please enter a login name you would like to use (at least 8 characters)	2. If you do not have a Login Name assigned, please create a login name
Please enter a login password you would like to use (at least 8 characters) Please re-type login password	3. Enter and confirm your new password
Submit	
	Powered

# Establish login name and password

Note: Once established a "login name" cannot be changed from the portal. To change your login name please contact the CMDFW registration team at <u>membership@cmdfw.org</u>.



#### Welcome to the CMDFW Member Management System. You can renew your membership ...



... and register for activities offered by CMDFW



Please contact registration volunteers in session for further assistance.