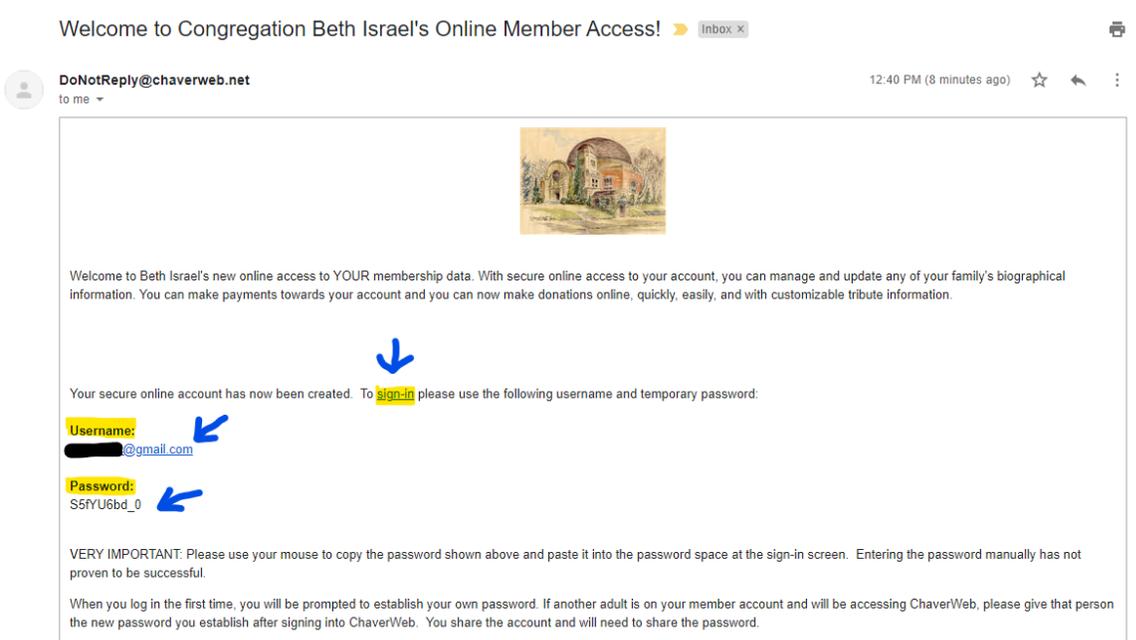# ChaverWeb Set Up Directions

1. You will receive an email about DoNotReply@chaverweb.net. This will contain your username, temporary password, and sign-in link. Your username will be your email on file with CBI.
2. Copy your temporary password and keep it handy for signing in to Chaverweb.
3. Click "sign-in" to be taken to the ChaverWeb sign-in portal.

4. Enter the email address listed in the ChaverWeb email and temporary password. Click "log-in"

5. You will be taken to a "change your password" page. In the "Enter your Current Password" slot, enter your temporary password from the initial ChaverWeb email.

6. Create a new password that you will be able to remember. It will need to be 7 characters, 1 being alphanumeric (such as: !@#% 123). Select "Change Password"

7. You will be brought to a confirmation page confirming the password change. Select "continue"

8. Your ChaverWeb account is now set up! You can now adjust your profile, make payments, or access our directory!