ChaverWeb Set Up Directions

- 1. You will receive an email about <u>DoNotReply@chaverweb.net</u>. 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"

	Congregation Beth Israel	
	Welcome to Chaver-ware Online Access for Congregation Beth Israel	
	Password:	
SECURED SITE® networksolutions 256 bit Encryption o	Copyright © 2009 Circuits & Systems Computers & Peripherals Inc., All Rights Reserved, Chaver/Web Version 2.17.0.0	

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.

	Congregation Beth Israel	
	Home Manage Profiles Donate Account Status Directory Logout	-
	Change Your Password	
	Enter your Current Password:	
	Choose a New Password*:	
	Confirm Your New Password*:	
	Password must contain at least 7 characters, with at least 1 being non-alphanumeric (i.e. !@#\$%^&)	
	Change Password Cancel	
SECURED SITE® networksolutions 256 bit Encryption a		
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6. Create a new password that you will be able to remember. It will need to be 7 characters, 1 being alphanumeric (such as: <u>!@#% 123</u>). Select "Change Password"

	Congregation Beth Israel	
	Home Manage Profiles Donate Account Status Directory Logout	٦
	Change Your Password	
	Enter your Current Password:	
	Confirm Your New Password*:	
	Cancel	
SECURED SITE networksolutions 256 bit Encryption o		
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7. You will be brought to a confirmation page confirming the password change. Select "continue"

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