

**GACDL MEMBERS ONLY: CREATE A PASSWORD/ CHANGE YOUR  
PASSWORD**

*Each member sets up his or her own password.*

Be sure to create a password that you will remember. Using your bar number could be a good idea since no one will have access to your password but you.

- 1) **First you need to know which email address will allow you to log in to the website. If you have forgotten, simply search for yourself under "Lawyer Search" on the website.**
- 2) **Go to the homepage of [www.gacdl.org](http://www.gacdl.org) and locate the log in box to the left of the President's photo.**
- 3) **Enter your e-mail address.**
- 4) **Click on "Forgot Password."**
- 5) **Follow the rest of the steps to create your password.**

**NOTE:** You want the e-mail address that you use for this website log in to be one that the public can view.

**NOTE:** If the email listed for you is incorrect, but you still have access to it, please log in using the incorrect email. You can then change the email address by clicking "View Profile" under your name and then click "Edit Profile." If you no longer have access to this email, please email the GACDL office requesting an email address change. Our contact information can be found under the "Contact" tab on the website.

**NOTE:** The website is separate from the GACDL Listserver. You may use a different e-mail address than the one registered at the Listserver if you so choose.

**If you do not receive e-mails from the website, please try three things:**

- a) *Be sure to check your correct e-mail inbox. Many people have more than one e-mail address and can get confused.*
- b) *Check your spam and junk folders carefully for the e-mail.*
- c) *Try the steps at least three times. The system is case sensitive: if you type even one character incorrectly you will be denied access.*

If you need help, you may watch the videos located on the "Help" page of this website.

**Thank you for being a member of GACDL. Let us know if you need further assistance.**