



## BRCC's Website Member Portal Help Guide

### Log-In

1. Click Member Login (located top right corner of your screen)
2. Enter Member # (including letter)
3. Enter Password (last name)
4. Click Sign In

#### **For Example:**

##### **Primary Account Holder**

Member: John or Jane Doe  
Member Number: A0010  
Password: doe

##### **Spouse:**

Member: John or Jane Doe  
Member Number: A0010-1  
Password: doe

**First Log In:** When you log in for the first time, your password is your LAST NAME (all lower case). After you log in for the first time, you will be directed to create a new password for your account safety. Please record your password for future use.

**Please note:** Password is case sensitive so if your member number includes a letter, it needs to be uppercase.

Once your new password is submitted and confirmed, another screen will appear to setup/answer a secret question. This is important in the future if you forget your password.

If you do forget your password, click on the Forgot Password link on the login screen and answer the question you created in set up. An email will be sent to your email address with a link to reset the password.

After logging in, you will be directed to the “Home Page,” which includes all of your profile information. You will also see your name in the upper right hand corner, and 4 tabs below your name: Home, My Account, My Profile, & Member Directory.

## **My Account Tab**

Clicking on this tab will give you a menu drop down of the following pages:

- **Statement Summary**
  - View your most recent statements or view past statements.
  - Print Statements by clicking the Print Statement button at the top right of page.
  - Make a Payment by clicking the button at the top right of page.
  - View minimum plan and minimum usage at the bottom of the page.
  
- **Recent Charges**
  - View your most recent transactions in the current billing month.
  - Make a Payment by clicking the button at the top right of page.
  
- **Credit Book**
  - COMING SOON
  
- **Credit Card**
  - Add a new credit card to make your payments.
  
- **Make a Payment**
  - Enter credit card information to make a payment online.
  
- **Statement Delivery**
  - Electronic Option **COMING SOON** - Choose your preferred statement delivery method.

## **My Profile Tab**

This tab give you the opportunity to view your account details including Member Number, Member Type, Phone Numbers, Birth Date, and Dependants associated with the account. Please see specifics below.

- **Addresses Tab**
  - View addresses on account
  - Edit addresses on account
  - Add addresses on account
  
- **Dependents Tab**
  - View the dependents listed on your account

- **Change Password Tab**
  - Provides a form to fill out to change your password.
  
- **My Settings**
  - This tab allows you the ability to set what OTHER Members see of your information in our online Member Directory or “Member Roster.”
  - This information is only shared with our Members as a means to network and connect with one another.
  - You have the ability to control what information is shared both for the primary Member’s and any dependent Members listed on the account.
  - You can share all of your information or completely hide your account, if necessary.

### **Member Directory**

Find fellow Members of Briar Ridge Country Club by clicking the associated letter boxes listed at the top of the page or by entering specific names in the search bar provided on the left hand side of your screen.