## Member Instructions for Creating their Own Record on the LRO

<u>STEP 1</u> - You need to know your recorder's email address – ask he/she for that information if you do not have it yet.

STEP 2: Go to the LRO Home Page at the Link below:

https://members.americanstatenationals.us

On the top of the page – right area – click on the Button: "Create Your Own Member LRO Account"

Fill up the mandatory fields, including the password – write-down (save the password). A confirmation email will be sent to you. Also, to your recorder, to the provided email address so he/she will be notified that you now have a record on the system.

<u>STEP 3</u>: Click on the LINK that you received by email (it's <u>SAFE</u>) in order to update your record with additional information (this step is mandatory).

It will ask you to fill-in the mandatory fields: that includes select your State from the drop-down list and enter a County (type in). Then use the SAVE button at the bottom of the page! And finally use the LOGOUT Button.

And you are done.

At any time later you can update your record by going back to the same LRO home page and click the button on the top right side of the page: "Member only Login to the LRO"

https://members.americanstatenationals.us

Update anything and then use the SAVE button at the bottom of the page to save changes!

And finally use the LOGOUT Button

For any issues or questions, you can contact the LRO Team by email: <u>Iro@mail.americanstatenationals.us</u>

The LRO Team Part of your Federation of States