

# How to Setup Your Account

## 1. Input Email Address

1. Enter your BCBSMA Email Address like seen below and then click on "Reset Password".

https://live.profits4purpose.com/app/auth/forgot\_password/73

Google

**MASSACHUSETTS** Connect to the Community.

**Forgotten Password**

Enter your email address

bob@bcbsma.com

Reset Password ▶

**MASSACHUSETTS**

v2.36.1

## 2. Click on Link to Re-set Password

Check your email for an email sent from "Corporate Citizenship".

Simply click on the hyperlink and you will be taken to a page to setup your password for the website.

**New password request**  Inbox x  

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 **Corporate Citizenship** notify@profits4purpose.com via pm.mtasv.net 3:36 PM (0 minutes ago)   

to me 

Hi ,

Please follow the link below in order create a new password for *Connect to the Community*. This link will only be valid for the next 24 hours:

[https://live.profits4purpose.com/app/auth/password\\_change/faf65e2da151986f04cf3eb794a13a3d](https://live.profits4purpose.com/app/auth/password_change/faf65e2da151986f04cf3eb794a13a3d)

If you have any more problems with gaining access to your account please contact, [support@profits4purpose.com](mailto:support@profits4purpose.com).

Thank you,

Corporate Citizenship

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 [Click here to Reply or Forward](#)

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**1.49 GB (9%) of 15 GB used** [Manage](#) ©2014 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#) Last account activity: 2 minutes ago [Details](#)

Powered by 

### 3. Input New Password Twice

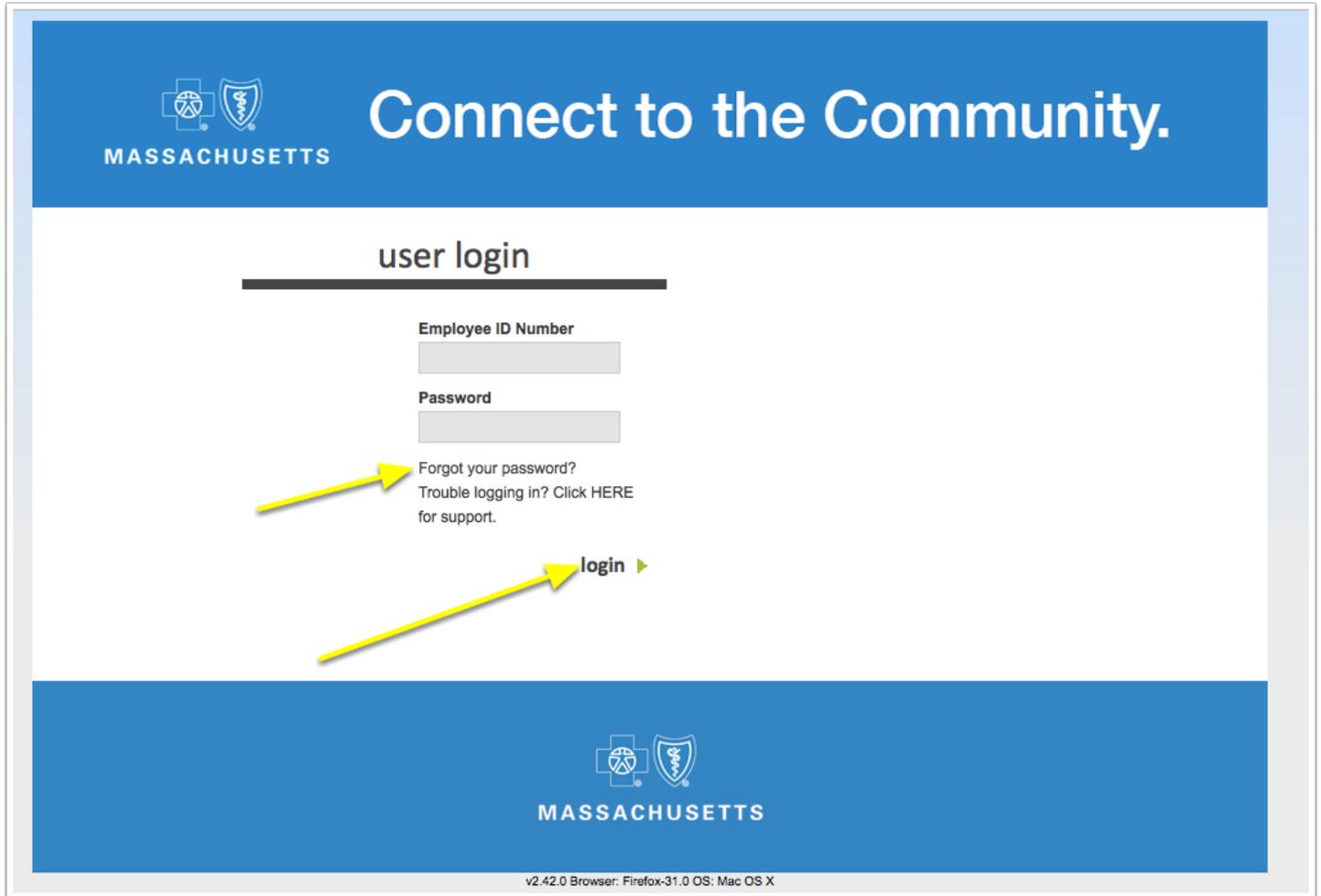
Type in a password you'll remember that includes both letters and numerics. After doing so, click on "Reset and go to Login page"



## 4. Login Page

You will see the following page to login. Your **Employee ID Number** (not email address) is your username and your password is the one you just created.

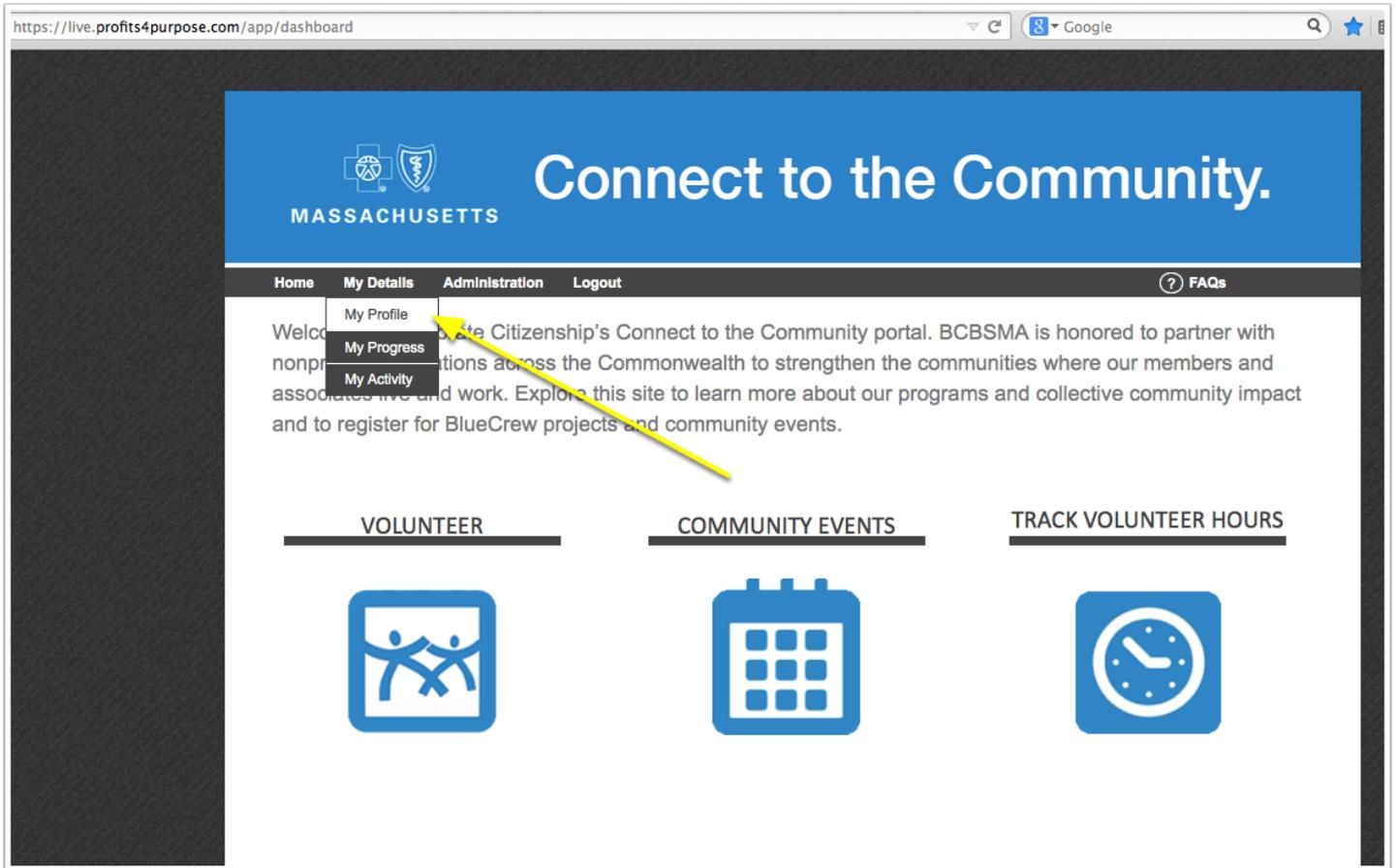
If you ever forget your password you can click on "Forgot your password?"



## 5. Setup "My Profile"

Now you are officially logged into the "Connect to the Community" site!

To setup your profile, hover over "My Details" and then click on "My Profile".



## 6. Update "My Profile"

Here you have the ability to upload a profile picture, update your password, and add the non-profit organizations that interest you most.

Also, make sure to input your location so that events in your area show up when searching for volunteer opportunities.

If you ever have questions regarding the site, you can contact [support@profits4purpose.com](mailto:support@profits4purpose.com) for help!

The screenshot shows the 'My Profile' page on the website <https://live.profits4purpose.com/app/profile>. The page is divided into several sections:

- Your Photo:** Contains a placeholder for a profile picture and two buttons: 'Upload Photo' and 'Clear Photo'. A yellow arrow points to the 'Upload Photo' button.
- What non-profits interest you most?:** Features a search input field with the placeholder text 'Type a non-profit...', a search icon, and an 'Add' button. Below the input is a link: 'Can't find your non-profit? Click here to add a new one.' A yellow arrow points to the search input field.
- Where are you located? \***: A text input field containing the text 'Boston, MA, United States'. A yellow arrow points to this field.
- Your Information:** A form section with the following fields:
  - First Name \*:** Input field containing 'BCBS'. A yellow arrow points to this field.
  - Last Name \*:** Input field containing 'Admin'.
  - Email \*:** Input field containing 'daniel@profits4purpose.com'.
  - New Password \*:** An empty input field. A yellow arrow points to this field.
  - Confirm Password \*:** An empty input field. A yellow arrow points to this field.