

## Instructions for Setting up an Account (Logging On) on the NSSAR Website

1. To setup a new account, first go to <https://www.sar.org>. Click on “Compatriot Login.”
2. You will be taken to the Log In/Sign Up screen. If you established a user name and password on the “OLD” NSSAR website, fill in your email address and password, and click “Login.” If this works, click on “Members Portal” and proceed to step 7.
3. IF this does NOT work, you will need to set up an account. Go back to <https://www.sar.org>. Click on “Compatriot Login.”, then click on the “Sign Up” tab.
4. To create a new account so you can check the Application Status Report, prepare membership applications, or register for SAR events, you must first sign up. Click on the “Sign Up” tab. Enter you first and last name, your email address, a password and a password confirmation (this password will be needed for all future logins). Then click on the blue “Sign Up” button. Once this is done, logoff and don’t log back in until the next step is completed. ***NOTE: it is very important that your email address is entered correctly since the address will be used to send back an email from the NSSAR to confirm and complete your registration.***
5. Once you submit this sign-in information, you will be sent an activation email from the Sons of the American Revolution. Click on the “Please click to activate account” link. Wait until this email is received before proceeding. If the activation email is not received within a few minutes, be sure to check your junk or spam mail folders.
6. Clicking on the link in the email will returned you to the SAR login page where you now enter your email address and the password you selected and click on the blue “Login” button. Once you’ve logged in, you will be taken to your personal “dashboard” screen.
7. Note there are three options on the left; SAR Website, My Applications, and Events. On the top right is “View/Change Profile”. To complete the initial setup, click on the “View/Change Profile” link. *Note: If you don’t see the three options and only the icons on the left, hold down the “Windows” or “Apple” key and press the minus “-” key to change the webpage resolution.*
8. When the next screen appears, click on the “Search for your NSSAR #” button.

Do NOT fill in any other information at this point. A search box for your NSSAR # will appear. DO NOT fill in any of the other fields.

9. Enter your National SAR Number. When you enter your National Number and press “Enter”, the next screen will appear to verify your name.

10. When you enter the NSSAR number on the previous screen, the information from the SAR Member Database will populate this screen with your name, State Society, and State Number. If this is you, check the acknowledgement box and click the “Use this Profile” button to activate your account.

11. Once the account is activated, whenever you log in, the next screen will appear with the default going to the “My Applications” screen. In the left-hand sidebar are three icons with titles for accessing the new SAR website, “My Applications”, and “Events”. Click on the “SAR Website” to go to the new website. The “Events” screen is used for registering for SAR events. Registration for all future events (Leadership Meetings, Congress, etc.) can only be accomplished via this screen for online registration. To begin a new or supplemental application click on the “Start New Application” button. If you are a State or Chapter President, Secretary, or Registrar, let you State Secretary know since he will have to assign special permissions for your position.

11. \*IMPORTANT NOTICE: Until you have received notice from the ALSSAR State Registrar, DO NOT plan to prepare SAR Applications on the new On-Line System. There are still bugs in this new application system that require corrective measures from NSSAR before we begin to use this system. For now, continue to use the SAR PDF Form Filler Application Form or the Cox Software Program. If you need the PDF Form Filler to complete an application, email the ALSSAR State Registrar at [rbearden@farmerstel.com](mailto:rbearden@farmerstel.com) to request him to send you the PDF Form Filler. (The PDF Form Filler is not currently available on the NSSAR website.)

12. Application Status Report AND Membership Data System: To access either of these links on the NSSAR website, you must first login. After you have “Logged In”, go to the dropdown menu under “Compatriots.” Go down to “Member Tools” and slide over to the pop-up menu to access either of these links.