

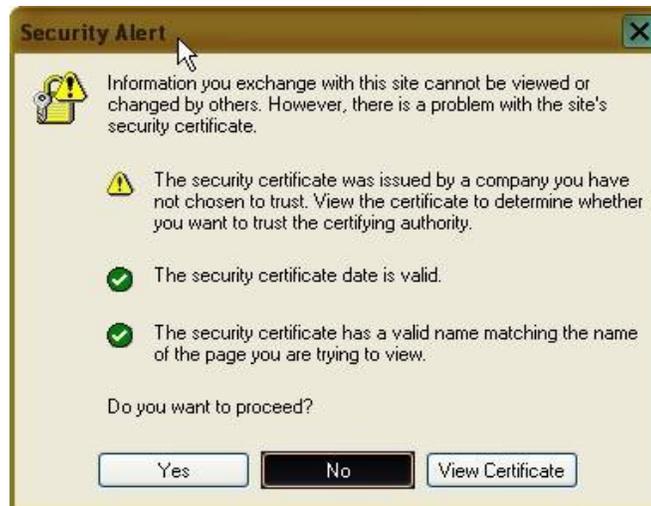


Logging In

Instructions for WebGUI Sites

To log in to your WebGUI CMS Site, please follow the instructions below:

1. Enter the URL provided for access to your CMS site: It should look something like <https://sitename.cms.getusinfo.com/login>
2. A Pop-up entitled "Security Alert" will appear (see image below). Click "yes" to proceed



3. A second pop-up window will appear asking for a login and password. This is the Network Authentication login (webmgr) and password that all webmasters must use to access the server. (see image below)



4. Once the Network Authentication is complete, the Login for the CMS Site will appear in your browser. This is the **unique** login and password that was assigned to you. Typically, this login is either first initial and last name or last name and first initial (for example either rurbanczyk or urbanczykr) (see image below)



5. Once the unique login and password have been entered, you may turn Admin "ON" and begin working on your site.