

**Manual Create
Account**

Minimum Needed

- Display First Name:
- Display Last Name:
- Login Email:
- Address:
- City:
- State: CA
- ZIP:
- Home Phone:
- Male/Female:
- Birth Date: mm/dd/yyyy
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- Billing Group: Masters
- Sub Billing Group: Masters Monthly

Account holder must complete

- Even when an account is manually setup for a Account & Member the Account holder should now logon and edit the profile to complete the missing information.
 - This information is usually of a personal nature and generally should not be shared outside of the system.
- Upon completion of the Manual setup, two emails will be sent to the Account holder;
 - First: New Registration Logon
 - Second: Reset Password
- These emails will help the user logon with their own password.