Creating a New Individual Account with a Linked Organizational Account

- Navigate to https://cadca.org/ in your web browser, then click “Member Login” in the upper right-hand corner.

• Enter your email address to check if you already have a CADCA account, and click the blue “Search” button. If you already have an account, you can reset your password by following the instructions in the “Resetting Your Password” how-to guide.

![Image showing the search form](image1)

• If you do not already have a CADCA account, click the blue “Register Now!” button in the center of the screen, under “no matching result was found”.

![Image showing the account search result](image2)

• Enter your personal, address, and contact information in the relevant sections of the next page. If your organization is not yet in our records, and you would like to add it, click the light blue “Add Organization” button in the lower right-hand corner of your screen.

![Image showing the organization addition](image3)
If prompted, verify your address on the next page, and click the blue “Save” button at the bottom of that page.
• Double-check your information on the next page, and click the light blue “Add Organization” button in the bottom right-hand corner of that page.

• Under the “New Visitor Registration | Add an Organization” page, enter the organization information (including the full name of the organization, rather than any acronyms), primary address information, and primary contact information. Then click the blue “Continue” button.
• Create your web login by entering a password of your choice and clicking the blue “Continue” button. Your email address will be your username.

New Visitor Registration | Create Web Login

Web Login Information

Enter a unique username and password in the fields below. Your email address will be your username.

Email address: info@vrgnia.edu

In the fields below, create a password and confirm.

New password: ********
Required

Confirm password: ********
Required

• You will be taken to your main individual account page. Verify that your individual information is correct, then click “Organization Info” to be taken to the account page for your organization.
• Verify that the organizational information is correct.