



## HOW TO GAIN ACCESS TO THE XEROX CANADA RETIREE'S WEBSITE

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To gain access to the Xerox Canada Retirement Association's (XCRA) website follow these instructions:

- 1) Access the XCRA site at: <http://www.xcra.ca/>
- 2) Select the LOGON button at the top centre of the site.
- 3) Select CREATE AN ACCOUNT.
- 4) A user Registration page will appear. Fill in all the fields and select a password you want to use to gain access to the site (this password can be changed later if you want)
- 5) Select REGISTER at the bottom.

If there are no error messages, in a few days, an email will be sent to you advising that your XCRA membership has been successfully set up.

After you have received this confirmation email, logon to the site using your registered name and password.

After successful logon, you will see a CHAPTERS section where you can view each chapter to look for their social events. There is a calendar at the right side of each chapter highlighting the dates and details for each event.

Feel free to snoop around and see what the other chapters are doing across Canada.

If you need help, please contact one of your local Regional Contacts by selecting - ABOUT US - NATIONAL BOARD OF DIRECTORS. The Regional Contact is at the bottom of the page.