



XCRA Legacy Member Registration Process – Complete (revised Dec 2022)

1		<ul style="list-style-type: none"> Go to Xcra.ca home page, top right hand corner The login ID is the email we have on file Click Forgot Password to begin 	7		<ul style="list-style-type: none"> Click on your name in top right hand corner. Click on VIEW PROFILE
2		<ul style="list-style-type: none"> Enter your email Click I'm not a robot and complete the puzzle screen Click on SUBMIT 	8		<ul style="list-style-type: none"> Click on EDIT PROFILE and validate the pre-loaded information. Upon completion, click on SAVE at the bottom of the screen. If you wish to go from a free Basic membership to a paid membership, go to MEMBERSHIP LEVEL and click on Change.
3		<ul style="list-style-type: none"> You will receive an email with a password reset link Click on link 	9		<ul style="list-style-type: none"> Select the Membership Level that you prefer Click NEXT
4		<ul style="list-style-type: none"> Type in your new password in both fields and click on SET NEW PASSWORD The system will tell you if your new password was successful 	10		<ul style="list-style-type: none"> Complete your personal details (again) or validate those that are pre-filled
5		<ul style="list-style-type: none"> Go back to the top right hand corner of the Home page, Login Enter your email and new password Click Login 	11		<ul style="list-style-type: none"> Payment screen Click Pay online
6		<ul style="list-style-type: none"> Accept the Terms of Use. Click Continue. 	12		<ul style="list-style-type: none"> Enter your credit card information Click Pay You will receive an email with your payment receipt