

# How to Create an eMembership Account

## How long it will take to create the account:

About 2-5 minutes of your time.

## What you will need:

1. Your name
2. Your email address
3. Your VFW membership number (found on your VFW membership card)
4. Your home zip code
5. Your birth year

**Note:** If you do not have your membership card, please contact the VFW at 1-800-963-3180.

## Create your account:

1. Open your web browser (i.e., Internet Explorer)
2. Browse to the internet address <http://emem.vfw.org>
3. When eMembership opens, you should see this section in the upper left hand

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### Account Login

- [Secure Sign In](#)
- [Create A New Account](#)
- [Forgot Password](#)
- [Forgot Email](#)
- [Need Help](#)

corner:

4. Click "Create A New Account"
5. Enter the information on the following screen:

## Create a New Account

Please complete the information below to create a new Account.

First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Email:	<input type="text"/>	*
Confirm Email:	<input type="text"/>	*
Password:	<input type="text"/>	*
Confirm Password:	<input type="text"/>	*
Membership Card Number (Found on Your Membership Card):	<input type="text"/>	*
	<input type="button" value="Create"/>	

6. When the fields are filled in – Click the "Create" button.

7. You should see the following screen to fill in:

## Confirm your Identity

In order to finish creating your new account, please provide the information below.

Home Zip Code:

Not a U.S./Canadian Address

Birth Year:

(YYYY)

8. Enter the required information and click the “Continue” button.
9. You should receive a confirmation email that your request had been processed.

## Account Request Confirmation

A PIN number has been emailed to <your email address>.  
Please check your email, then click [here](#) to complete the login process.

If you leave this site and return, you will be prompted for your PIN when you next log in.

10. Check your email – you should have a confirmation email from the VFW with a PIN number in it.
11. Click the blue word “here” on the eMembership screen in front of you.
12. You should see the following screen:

## Confirm PIN Number

Please confirm the following information, and enter your PIN number below.

Name: <Your Name>

Email: <Your Email Address>

PIN:

13. Take the PIN number from your email and enter it in the text box.
14. Click the “Submit” button.
15. If you have successfully entered the PIN number from your email - eMembership should automatically log you in.
16. If successfully logged in to eMembership, to access the VFW Leadership Reference Guide materials, click on the VFW Leadership Reference Guide button (top left hand corner just below the banner).
17. You now can navigate through each product by clicking on the item listed under the Table of Contents – By Section.

**Very good – you are done.**