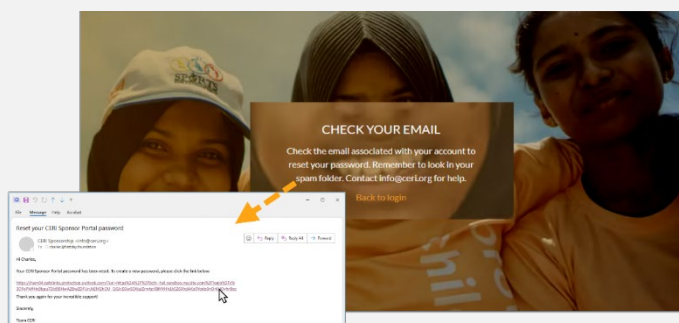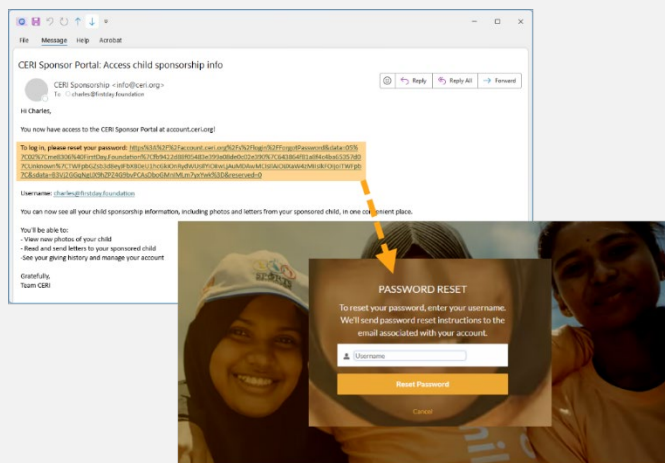# LOGGING IN

Accessing the CERI Sponsor Portal for the First Time

The Sponsor Portal allows you to view photos, letters, and giving history all in one convenient place. Follow these three steps to log in for the first time:

Step 1: Open your welcome email

Look for an email from **info@ceri.org** with the subject line *CERI Sponsor Portal: Access child sponsorship info*.

Click the link in the email to set your password.

Step 2: Enter your username

Enter your email address (your username) and click **Reset Password**.

A confirmation message will appear instructing you to check your email.

Step 3: Reset your password

Open the password reset email and follow the link to the **Change Your Password** page.

Enter a new password that includes at least **8 characters**, **1 letter**, and **1 number**.

Re-enter your password to confirm, then click **Change Password**.

Once your password is changed, you can log in at account.ceri.org

LOGGING IN