

**Dear IFHE Member,**

Please find below the **Steps to LOG into the IFHE members only area:**

The most important precondition for the login to the IFHE Members only area is the correct e-mail address in the IFHE database. If we do not have the correct e-mail address, the login system will fail.

- 1. step:** Open the IFHE database homepage ([www.ifhe.org/ifhem](http://www.ifhe.org/ifhem)).
- 2. step:** Click the LINK "REQUEST LOGIN DATAS".
- 3. step:** Please fill in the pop up form and click **Request**.
- 4. step:** you will receive an e-mail with the password (a combination of numbers and letters).
- 5. step:** open the IFHE home page ([www.ifhe.org](http://www.ifhe.org)). Enter your personal data in the marked fields on the IFHE home Page "e-mail address" and "password".
- 6. step:** click the sign "lock" and the members only area should be open.
- 7. step** if wanted, you can change the sent password in the IFHE database [www.ifhe.org/ifhem](http://www.ifhe.org/ifhem), enter the requested data and click "to mainmenu". Your personal data page will open, there you can change your personal password and update your data.

If the procedure will not be successful, the IFHE office might not have your current e-mail address. In case of failure, please contact the IFHE office immediately and we will correct the fault.

If you have any question please contact the IFHE office: [office.ifhe@t-online.de](mailto:office.ifhe@t-online.de)