A Step-by-Step Guide to Renewing Your CAHH Membership on hollinhills.org
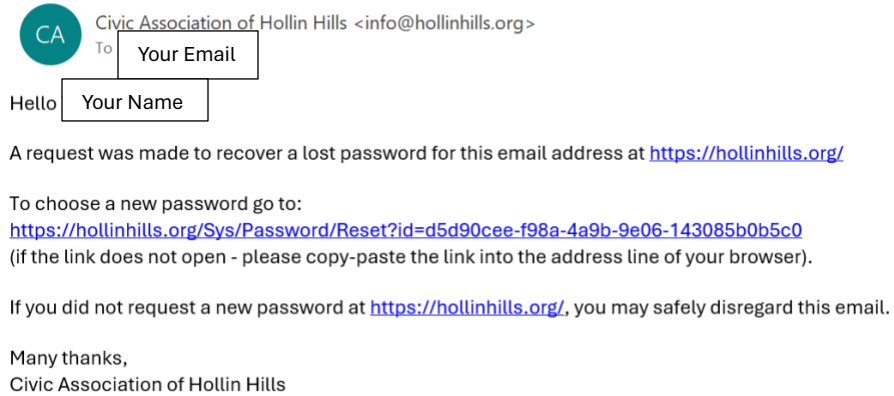
1. **You're already a member of hollinhills.org. You just need to reset your password.**
   a. Figure out your bundle coordinator. This is the person in your household that has the main account (and typically pays the CAHH dues).
      i. If you're not sure check the email addresses listed in the Hollin Hills directory. You will have received an email from the Civic Association of Hollin Hills with the name and email address of your bundle coordinator.
      ii. If you want another adult to be the coordinator or have trouble figuring out who the bundle coordinator is, email membership@hollinhills.org.
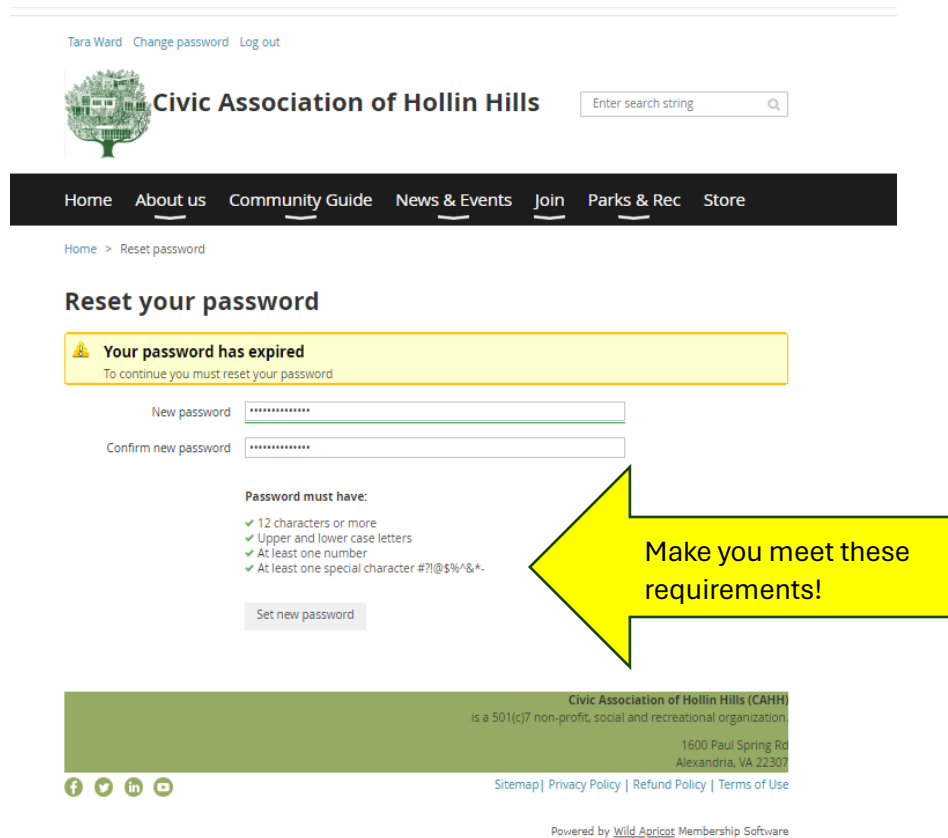   b. Go to https://hollinhills.org/Sys/ResetPasswordRequest. You should see the following:

   c. Complete the above form:
      i. Input the email of the bundle coordinator under "your email"
      ii. Check "I'm not a robot"
      iii. Click "submit"
   d. You will be asked to complete the captcha by identifying objects in 1 or 2 pictures.
   e. It will notify you that an email has been sent to your email.

f. Check your bundle coordinator's email for a message from the Civic Association of Hollin Hills. It should look like this.

Choose a new password for your Civic Association of Hollin Hills account

CA Civic Association of Hollin Hills <info@hollinhills.org>
To Your Email

Hello Your Name

A request was made to recover a lost password for this email address at https://hollinhills.org/

To choose a new password go to:
https://hollinhills.org/Sys/Password/Reset?id=d5d90cee-f98a-4a9b-9e06-143085b0b5c0
(if the link does not open - please copy-paste the link into the address line of your browser).

If you did not request a new password at https://hollinhills.org/, you may safely disregard this email.

Many thanks,
Civic Association of Hollin Hills

g. Click on the link under "To choose a new password go to:" It will take you here:

Tara Ward Change password Log out

Civic Association of Hollin Hills   Enter search string   🔍

Home   About us   Community Guide   News & Events   Join   Parks & Rec   Store

Home > Reset password

Reset your password

⚠ **Your password has expired**
To continue you must reset your password

New password   ••••••••••••••

Confirm new password ••••••••••••••

Password must have:

✔ 12 characters or more
✔ Upper and lower case letters
✔ At least one number
✔ At least one special character #?!@$%^&*-

Set new password

Make you meet these requirements!

Civic Association of Hollin Hills (CAHH)
is a 501(c)7 non-profit, social and recreational organization.

1600 Paul Spring Rd
Alexandria, VA 22307

Sitemap | Privacy Policy | Refund Policy | Terms of Use
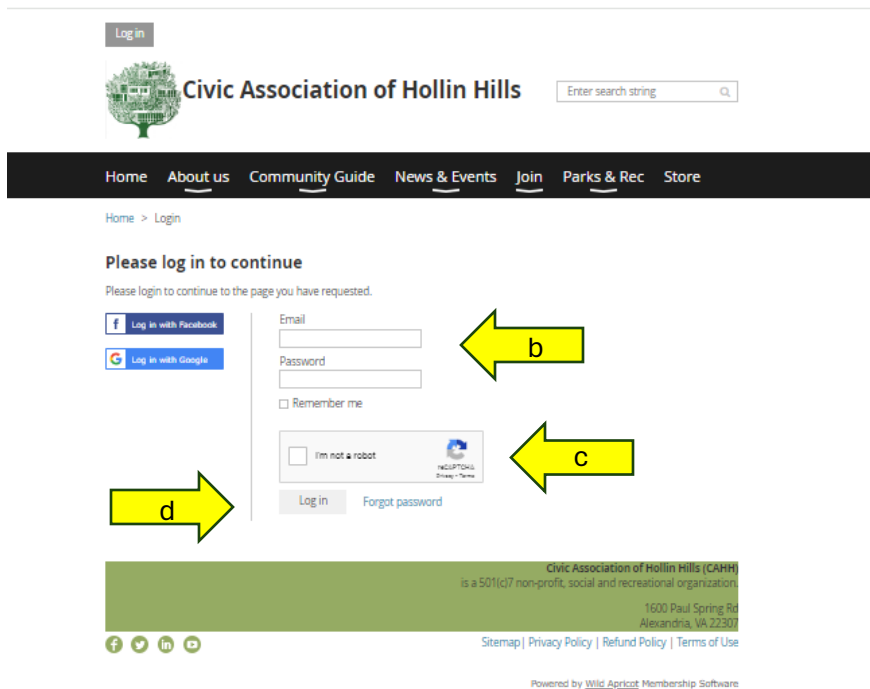
Powered by Wild Apricot Membership Software

h. Enter and confirm (reenter) your password. Then press the "set new password" button.
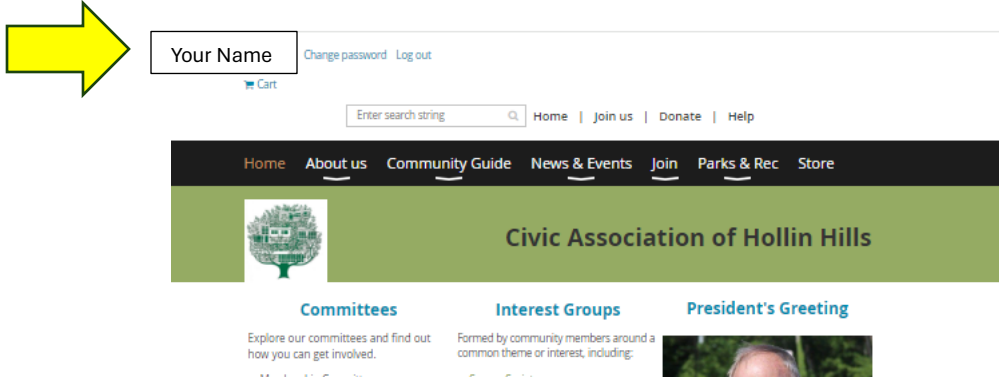
i. You'll receive this confirmation message.
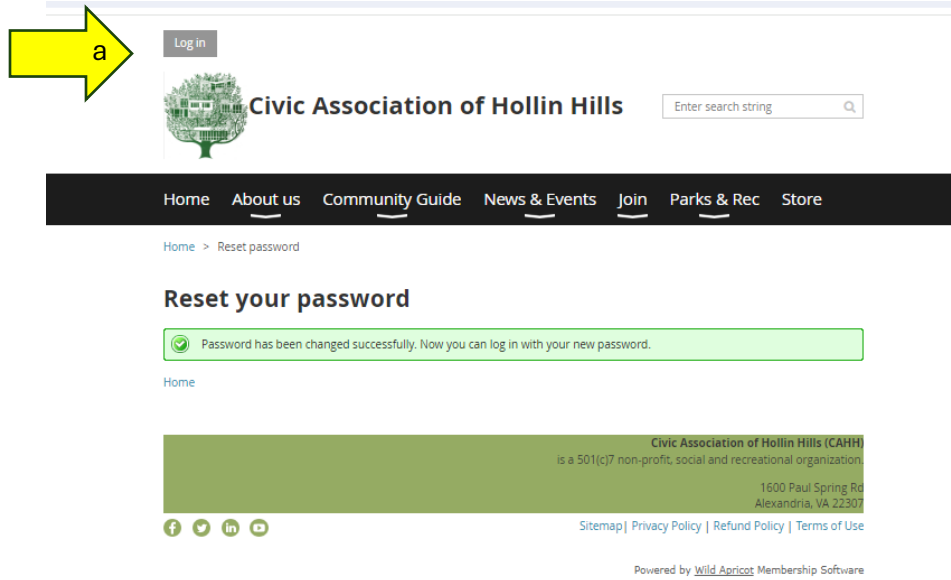
2. **Now you can log in.**
   a. Press the "log in" button on the upper left above the confirmation message.
   b. Enter your email and new password
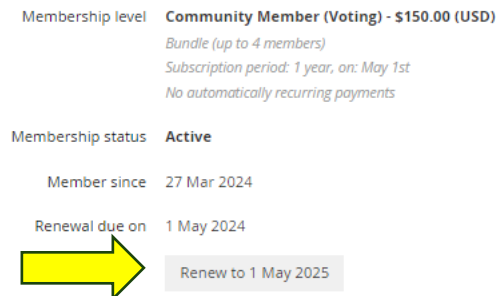   c. Check "I'm not a robot"
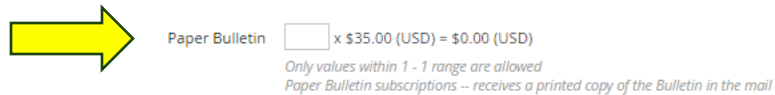   d. Press the "Log In" Button

3. **Renew your membership.**
   a. Click on your name at the upper left of the webpage.

   b. Click the "Renew to 1 May 2025" button

   c. If necessary, update your contact information on the form.
   d. All Hollin Hills residents and owners receive email copies of the Bulletin, if you would like to receive a PAPER copy as well, enter 1 next to Paper Bulletin

   e. Click the "Update and Next" button at the bottom right

f. If you would like to pay by credit card, select "pay online"

Membership renewal

g. If you would like to pay by check, click invoice me.
    i. Send a check made payable to the Civic Association of Hollin Hills and the invoice number in the memo field to **CAHH, 1600 Paul Spring Road, Alexandria, VA 22307**

Congratulations! You've renewed your membership. Now enjoy all that hollinhills.org has to offer.

A Couple More Things You Might Want to Do
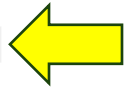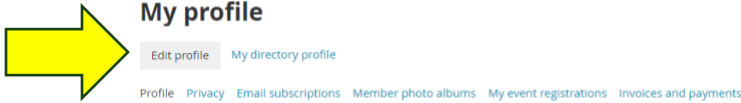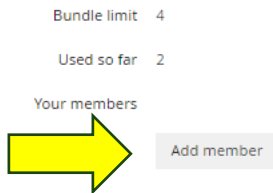
a. To change your contact information, click the "edit profile" button

My profile

Edit profile   My directory profile

Profile   Privacy   Email subscriptions   Member photo albums   My event registrations   Invoices and payments

      ii. Don't forget to click the "save" under "my profile"

b. To add a member to your bundle, click the "add member button" under "bundle summary"

Bundle summary

Bundle limit	4
Used so far	2
Your members	
	Add member

c. Adjust who can see your information using the privacy tab under "My Profile"

Tara Ward   Change password   Log out

Civic Association of Hollin Hills   Enter search string

Home   About us   Community Guide   News & Events   Join   Parks & Rec   Store

Home > My profile

My profile

Edit profile   My directory profile

Profile   Privacy   Email subscriptions   Member photo albums   My event registrations   Invoices and payments

✔ Show profile to others

Details to show
(in member directories, forum and blog posts)

	Anybody	Members	No access
Linked bundle members	🌐		
Photo album	🌐		
Send message form	🌐		
Membership level	🌐		
User ID			✖
First name		👥	
Last name		👥	
Email		👥	
Phone		👥	
Avatar		👥	
Street Address			✖
City			✖
State			✖
ZIP Code			✖
Resident Status			✖
Year Moved to Hollin Hills		👥	
Home Phone		👥	
Children		👥	