

LEADER LOGIN INSTRUCTIONS

You must log in to access the following information in your **secure area**:

- Membership data and reports*
- Current version of TOPS forms
- Certificate templates
- Chapter Programs for presentation
- Meeting ideas as Quick 'n Easy programs
- Activities, ceremonies and contests
- Logos
- TOPS Store
- Business card and label templates
- Press release templates

Go to www.tops.org then **click**: Member / Leader / Staff Area

Sign In

Login:

Password:

Sign In

(Passwords are case sensitive.)

Never logged in? [Activate your account](#)

[HELP!](#)

If you have never logged in as a member or Leader, you **must activate** your account

Activate Account (Members and Leaders)

Login (Your Membership Number):

and

Your Chapter ID:

- **Your Membership Number** is printed on the back cover of each issue of *TOPS News* or on your membership card
- **Chapter ID** is 2-letter state/province abbreviation, 1 space, 4-digit chapter number (example: WI 0123)

If last name is 3 letters or less, you cannot use this feature – contact tops.admin@tops.org

Sign In HELP

Login is your membership number (printed on back cover of each issue of *TOPS News* or on membership card)

Default Password is the FIRST two letters of your FIRST name plus the FIRST four letters of your LAST name (use name as shown on back cover of each issue of *TOPS News* or on membership card)

If you need [more details](#) about Login and default Password (click to review)

If you have never logged in as a member or Leader, you must [activate account](#) (click to activate)

If you [can't remember password](#) for existing account (click to reset password – must be at least 6 characters)

If [account is locked](#) (click to contact TOPS website support, tops.admin@tops.org)

If you [still have questions](#) (click to contact TOPS website support, tops.admin@tops.org)

*To access [membership data and reports](#) for your chapter, you will need to reconfirm your identity. Simply re-enter your Login and Password.

Note: Chapter Leader, after being registered at TOPS Headquarters, is automatically granted rights to the secure area of the website. Leader may request that a "Designate" also have access, by completing form L-050. There can be only one Designate, who should be a member of the chapter Executive Committee to maintain chapter confidentiality. Each March 1, all Designates will be deleted from the TOPS system and the Leader must reapply.