

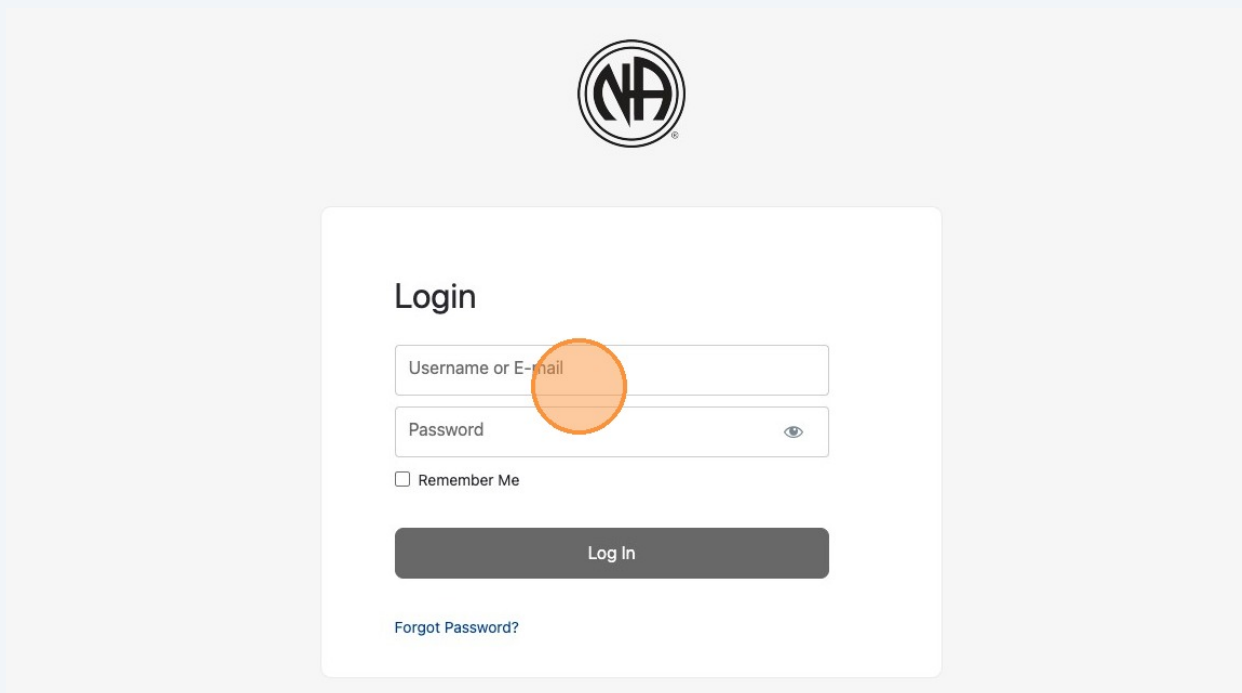
# Login to the CP Portal

This step-by-step guide gives instructions about how to log in securely.

NOTE: The conference participant (CP) portal is for WSC participants only.

**1** In a new tab, navigate to <https://cpportal.na.org/> or click this link.

**2** Type the email we have on file for you in the first box.



The screenshot shows the login interface for the CP Portal. At the top center is the NFA logo, which consists of the letters 'NFA' inside a circular emblem. Below the logo is a white rectangular login form. The form is titled 'Login' in a bold, dark font. It contains two input fields: the first is labeled 'Username or E-mail' and the second is labeled 'Password'. The 'Password' field includes a small eye icon to its right, used for toggling password visibility. Below these fields is a checkbox labeled 'Remember Me'. At the bottom of the form is a dark grey button with the text 'Log In' in white. Below the button is a blue link that reads 'Forgot Password?'.

**3** Type your password (if you don't remember it, click forgot password see below at step 9).

4 Click "Log In"



### Login

Username or E-mail  
daniel@na.org

Password  
.....|

Remember Me

Log In

[Forgot Password?](#)

5 This screen is for the two-factor authentication (2FA). A verification code has been sent to your email. You will enter the code here.



Please enter the two-factor authentication (2FA) verification code below to login. Depending on your 2FA setup, you can get the code from the 2FA app or it was sent to you by email. **Note: if you are supposed to receive an email but did not receive any, please click the Resend Code button to request another code.**

Verification Code:

Remember this device for 90 days

[Resend Code](#)

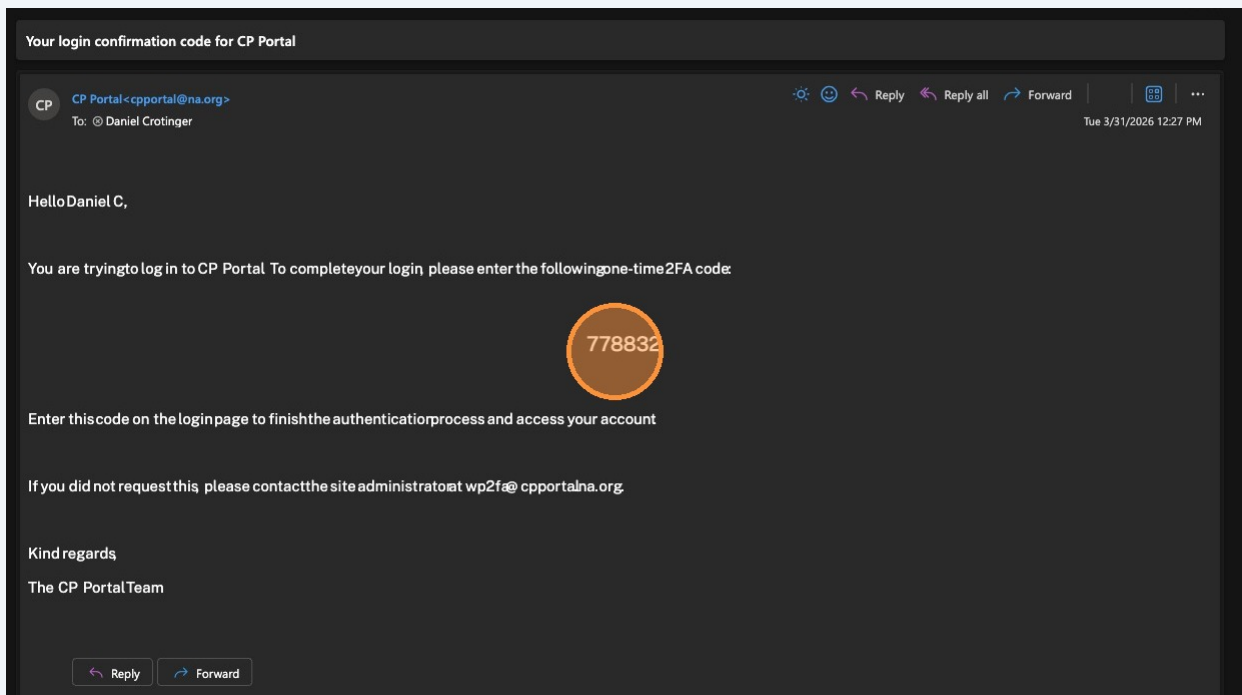
Log In

[← Back to CP Portal](#)

6

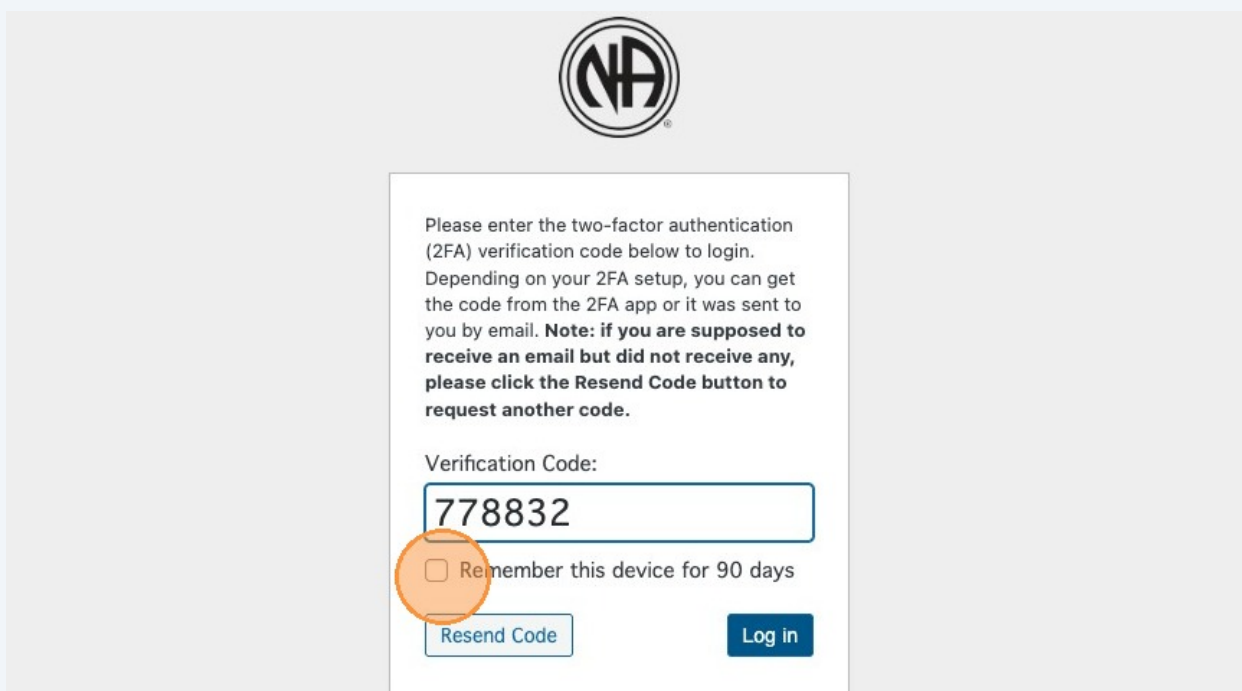
Check your email for a message from [cpportal@na.org](mailto:cpportal@na.org) with the 2FA verification code for finishing your login.

*Note: If you do not receive an email, check your spam or junk folder.*




7

Click "Remember this device for 90 days" if on a trusted device. This will save you having to enter a verification code each time you log in.



8 Click "Log in"



Please enter the two-factor authentication (2FA) verification code below to login. Depending on your 2FA setup, you can get the code from the 2FA app or it was sent to you by email. **Note: if you are supposed to receive an email but did not receive any, please click the Resend Code button to request another code.**




Verification Code:

Remember this device for 90 days

[Resend Code](#) [Log in](#)

[← Back to CP Portal](#)

9 You should see the home page for the CP Portal.



[Update Profile Picture](#)

[Update your contact information](#)

**Name:** Daniel C.  
**Phone:** (818) 773-9999 x126  
**Email:** daniel@na.org  
**Region/Zone:**  
**Service Position:** NAWS Staff  
**WSC Number:**  
**World Board Contact:**

**Zoom Display Name:**  
NAWS Staff Daniel

**Updates!**

- The Motion List has been posted.
- The CAR has been posted in English, French, Portuguese (Brazil), Russian, Spanish, Swedish, and Ukrainian!
- New Group Conscience Collections sheets have also been posted in translated languages!

**What's New?**


[Delegate Digest](#) [CP Discussion Board](#) [Dates & Deadlines](#)

**10** If you are having trouble logging in, click "Forgot Password?"



### Login

Username or E-mail

Password 

Remember Me

Log In

[Forgot Password?](#)

**11** Type the email you use to receive emails from NA World Services.



### Request a Password Reset

Enter Your Username or Email Address

Request Password Reset

12 Click "Request Password Reset."



### Request a Password Reset

Enter Your Username or Email Address

Request Password Reset

13 You will receive a message in your email with a link to reset your password.



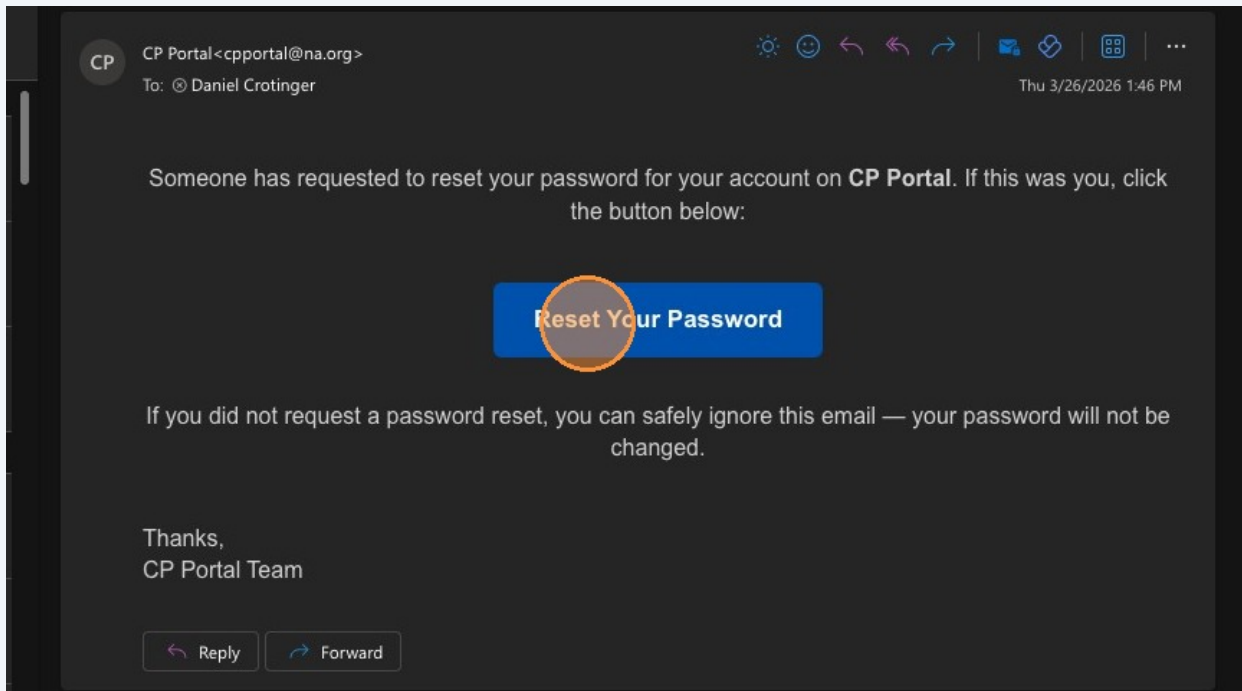
### Successfully requested password reset

If a matching account is found, you'll receive a password reset email soon. Click the link found in that email to reset your password.

14

Open your email and find the email from cpportal@na.org. Click "Reset Your Password."

*Note: If you do not receive an email, check your spam or junk folder.*





15

Enter a new password to use.



Enter your new password

Password:  

Password Confirmation:  

**16** Click "Update Password"



Enter your new password

Password:

A text input field for the new password, containing ten dots. A small eye icon is positioned to the right of the field.

Password Confirmation:

A text input field for password confirmation, containing ten dots. A small eye icon is positioned to the right of the field.

Update Password