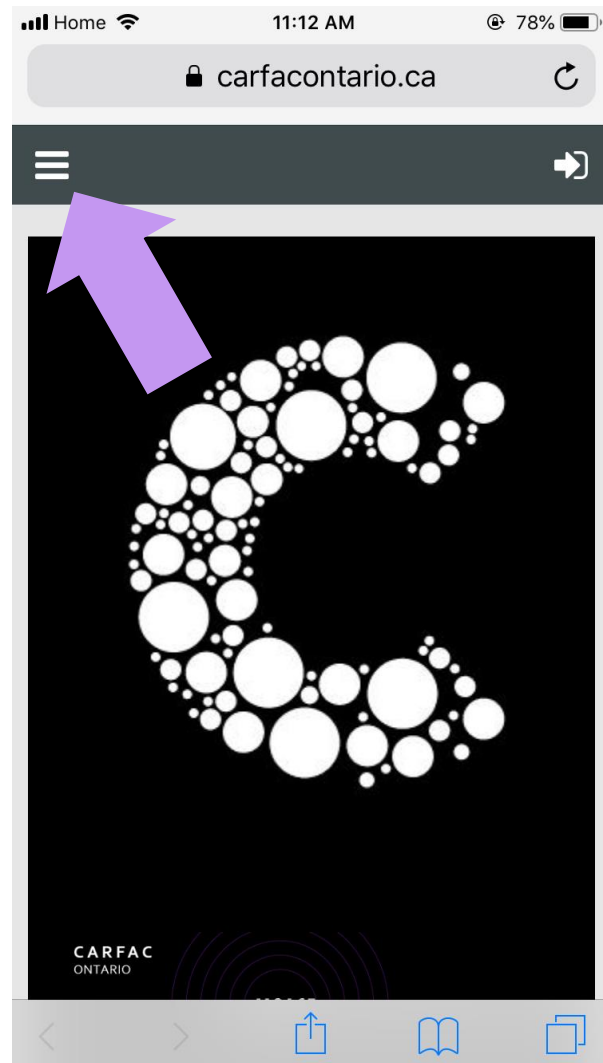
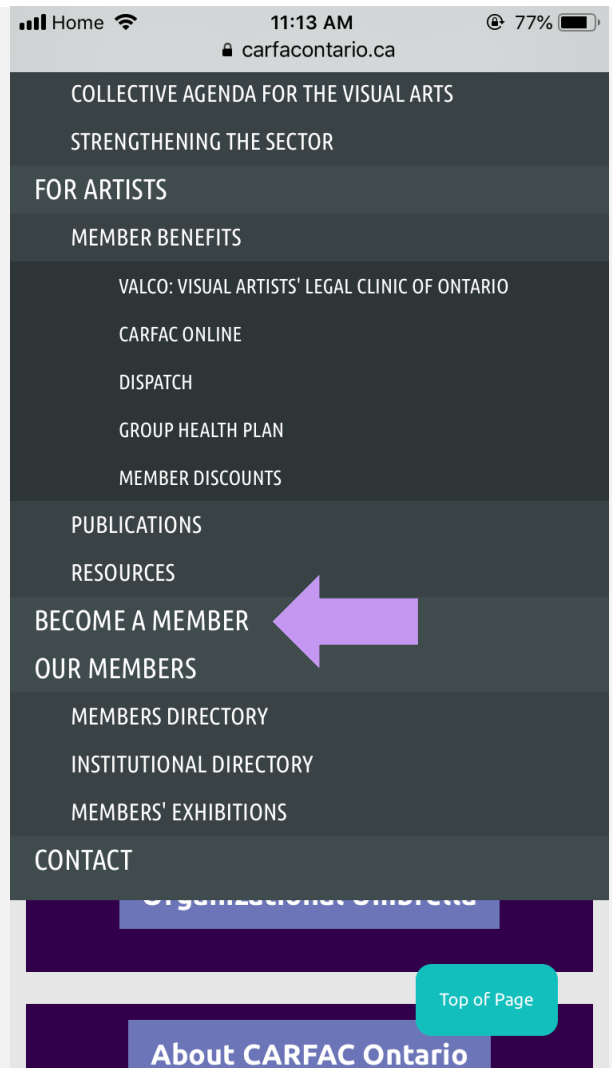


Tutorial: How to sign up as a CARFAC member with your cell phone

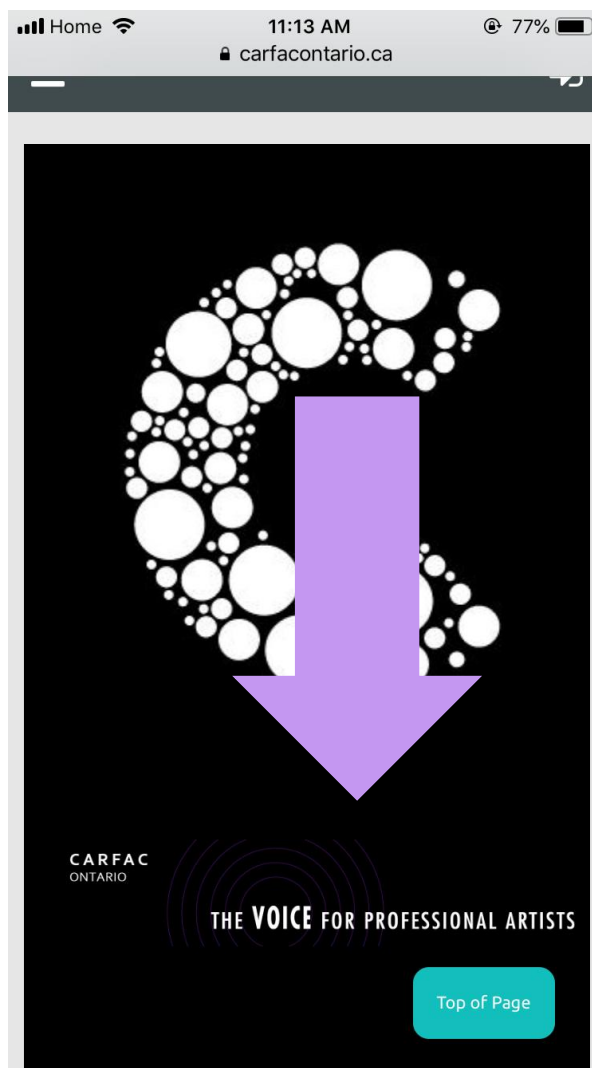
On the homepage, www.carfaontario.ca, click the button at the top left corner.



After clicking on the drop-down menu button, keep scrolling down until you will find “**BECOME A MEMBER**” and select this button.



After that, keep scrolling down.



Until you will find this section, select one of these types of membership applicable to you.

Home 11:13 AM 77%
carfaontario.ca

JOIN - BECOME A CARFAC ONTARIO MEMBER TODAY!

Please select the membership category below and follow the instructions (new members only).

More information

about [Individual Membership benefits](#) and [Institutional Membership benefits](#).

Select membership level * Mandatory fields

* Membership level

☐ 01. RA - Professional Artist Member - \$85.00 (CAD)

Subscription period: 1 year

No automatically recurring payments

☐ 02. RA - Professional Artist Member (2 years) - \$150.00 (CAD)

Subscription period: 2 years

No automatically recurring payments

☐ 03. RA - Professional Artist Member (Automatic Renewal) - \$85.00 (CAD)

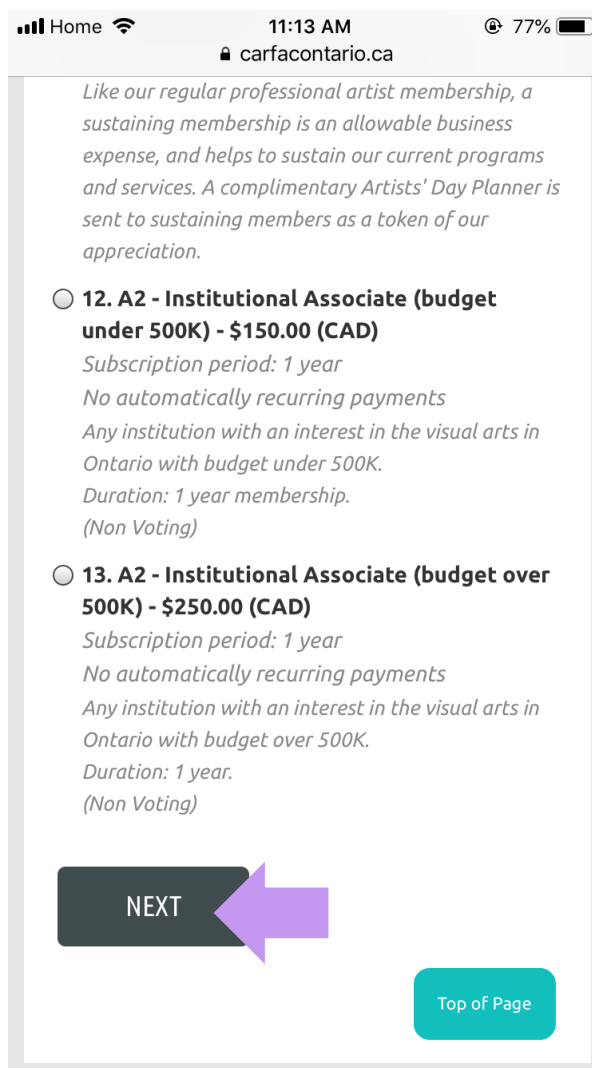
Subscription period: 1 year

Automatic renewal (recurring pay

This is a recurring payment option - you will need to cancel the payments on PayPal in order to cancel

Top of Page

Then click “**NEXT**” button.



A new page appears the under the CARFAC Ontario banner. Keep scrolling down until you will find to the section to enter your primary e-mail.

The screenshot shows a mobile web interface for CARFAC Ontario. At the top, the status bar displays 'Home', signal strength, Wi-Fi, time '11:13 AM', and battery level '76%'. The browser address bar shows 'carfaontario.ca'. The main content area has a light blue header with the title 'Level' and the following details: '05. RA - Professional Artist Member', '(Monthly Payment) - \$7.00 (CAD)', 'Subscription period: Monthly', and 'Automatic renewal (recurring payments)'. Below this is a form section titled 'Enter your email' with a red asterisk and the text '* Mandatory fields'. Underneath is a label '* Primary e-mail' followed by an empty text input field. At the bottom of the form are three buttons: 'CANCEL', 'BACK', and 'NEXT'. A teal button labeled 'Top of Page' is located at the bottom right of the page.

Level

05. RA - Professional Artist Member
(Monthly Payment) - \$7.00 (CAD)
Subscription period: Monthly
Automatic renewal (recurring payments)

Enter your email * Mandatory fields

* Primary e-mail

CANCEL

BACK NEXT

Top of Page

Then click “**NEXT**” button.

The image shows a mobile application interface for carfaontario.ca. At the top, the status bar displays 'Home', '11:13 AM', and '77%' battery. The app header shows the URL 'carfaontario.ca'. The main form area has a label 'Enter your email' with a red asterisk and the text '* Mandatory fie'. Below this is a text input field labeled 'Primary e-mail' containing the email address 'Jellybeancarfac@gmail.com'. At the bottom of the form are three buttons: 'CANCEL', 'BACK', and 'NEXT'. A large purple arrow points down to the 'NEXT' button. Below the buttons is a keyboard with a 'Done' button in the top right corner. The keyboard includes standard QWERTY keys, a 'Go' button, and a '123' button.

On the next page, please fill in the application form.

*You can edit the profile later if you wish to update your information at any time.

Home 11:15 AM 76%
carfacontario.ca

Level
05. RA - Professional Artist Member
(Monthly Payment) - \$7.00 (CAD)
Subscription period: Monthly
Automatic renewal (recurring payments)

Fill in application form * Mandatory fields

* First name

Middle Name

* Last name

Organization

(if applicable)

* City

Primary e-mail

Top of Page

Example:

The screenshot shows a mobile application interface for adding a contact. The status bar at the top indicates 'Home', signal strength, Wi-Fi, time '11:16 AM', and battery level '75%'. The address bar shows 'carfaontario.ca'. The form has four input fields: 'First name' (containing 'Jelly'), 'Middle Name' (empty), 'Last name' (containing 'Bean'), and 'Organization' (empty). Below the 'Organization' field is the text '(if applicable)'. At the bottom, there is a keyboard with a blue 'Go' button. Above the keyboard, there are navigation arrows, the text 'AutoFill Contact', and a 'Done' button.

First name
Jelly

Middle Name

Last name
Bean

Organization

(if applicable)

^ v AutoFill Contact Done

q w e r t y u i o p
a s d f g h j k l
⬆ z x c v b n m ⬇
123 🌐 🗣 space Go

You will need to fill in your Date of Birth to submit the form. This is kept private from fellow members and the public.

All other red asterisks * are required to submit your application.

After filling your form, click the button “**NEXT.**”

Home 11:18 AM 73%
carfacontario.ca

Website
Jellybean.com

Artist Statement and Biography

Printed Renewal
[Clear selection](#)
☐ Yes
☐ No

Date of Birth
15 Jan 1982

CANCEL

BACK

NEXT

Top of Page

Next page, scroll down after the banner, you will find the review information.

To confirm is click the button “**INVOICE ME**” or “**PAY ONLINE.**”

If you would like to make a payment over the phone, please call 416-340-8850 or 1-877-890-8850 or mail in a cheque for yearly or biyearly payments, please make it out to “CARFAC Ontario” and please send to 414-401 Richmond Street West, Toronto, ON M5V 3A8.

If you wish to change the information, go “**BACK**” button to edit.

Home 11:18 AM 73% carfaontario.ca

Review and confirm

Level 05. RA - Professional Artist Member (Monthly Payment) - \$7.00 (CAD)
Subscription period: Monthly Automatic renewal (recurring payments)

Total amount **\$7.00 (CAD)**
Applicable recurring charges will be billed for your first monthly payment and then automatically starting on 05 Apr 2019 and monthly thereafter

CANCEL

BACK

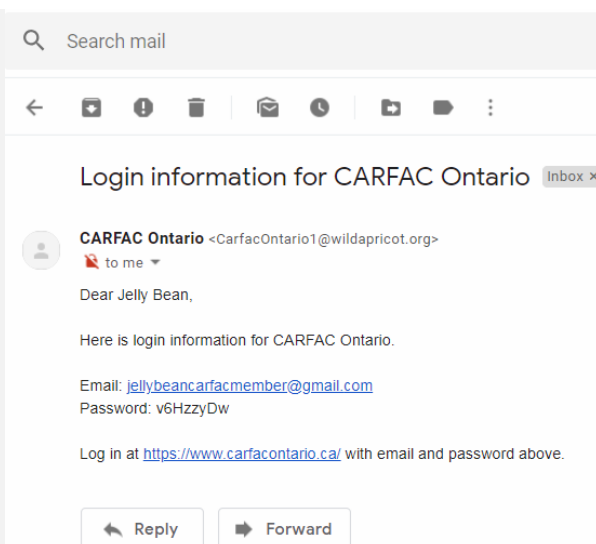
INVOICE ME

PAY ONLINE

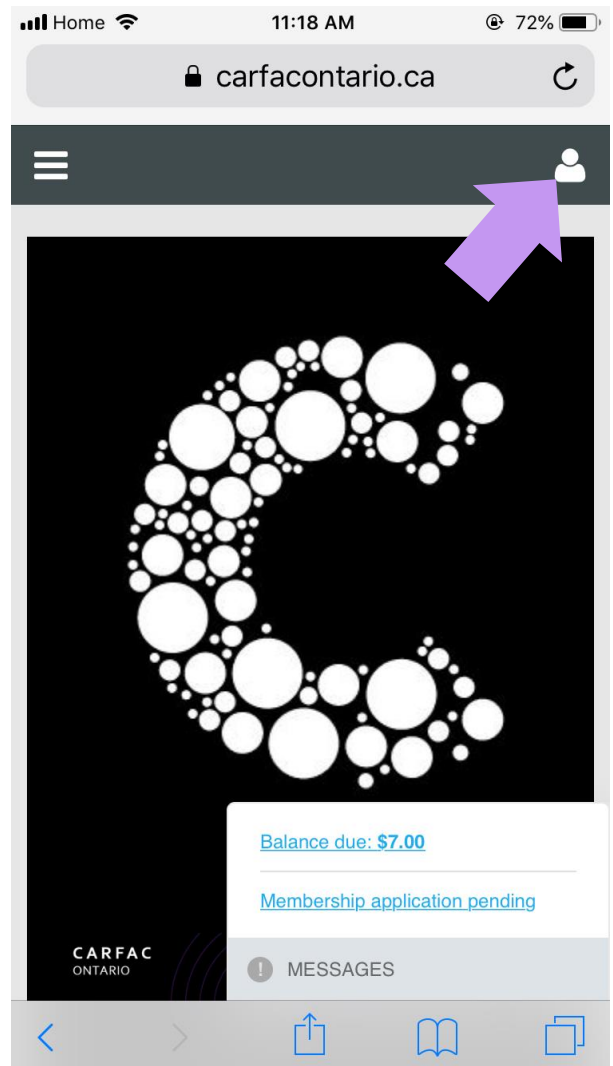
Top of Page

Congratulations! Now you have your new profile with CARFAC Ontario!

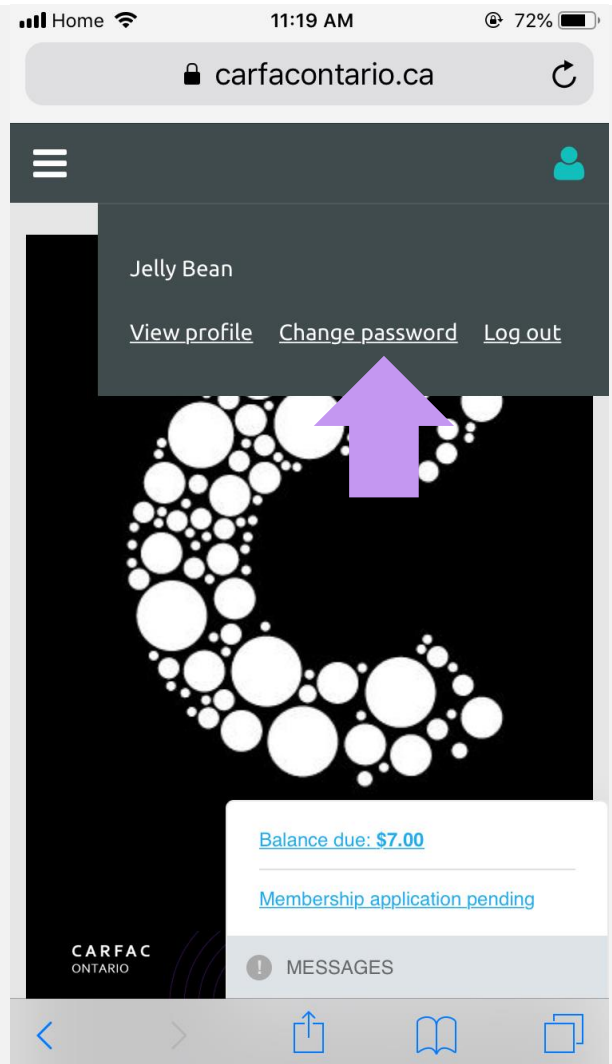
Now check your primary email inbox for the new email with subject "Login Information for CARFAC Ontario", where you will receive the temporary password. Please copy the password.



Then go back to the carfactontario.ca website,
click the top right corner.



After clicking the icon, it appears the mini window, click the button "**Change password.**"



Paste the temporary password on the current password section.

Then fill your new password and type again on “confirm new password” section.

CARFAC Ontario staff will never have access to your passwords. However, we can reset it for you at any time upon request.

The screenshot shows a mobile app interface for changing a password. At the top, the status bar displays "Home", "11:20 AM", and "72%". The app's header shows "carfaontario.ca". The main title is "CHANGE PASSWORD FOR JELLY BEAN". Below this, there are three input fields, each preceded by a red asterisk: "Current password", "New password", and "Confirm new password". At the bottom, there are two buttons: "SAVE" and "CANCEL". Below the buttons, the text "CHANGE PA" is visible. A notification banner at the bottom right shows two messages: "Balance due: \$7.00" and "Membership application pending". At the very bottom, there is a "MESSAGES" button with an exclamation mark icon.

Home 11:20 AM 72%

carfaontario.ca

CHANGE PASSWORD FOR JELLY BEAN

* Current password

* New password

* Confirm new password

SAVE CANCEL

CHANGE PA

Balance due: \$7.00

Membership application pending

MESSAGES

Then click “**SAVE.**”

Home 11:21 AM 71% carfaontario.ca

CHANGE PASSWORD FOR JELLY BEAN

* Current password

••••••••

New password

••••••••••••••

Confirm new password

••••••••••••••

SAVE **CANCEL**

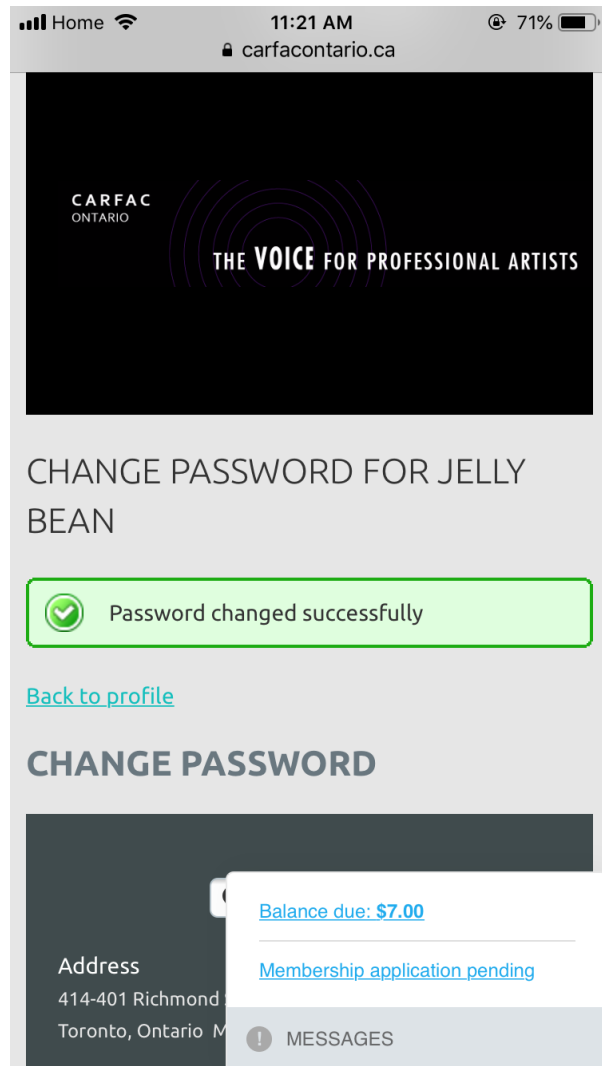
CHANGE PA

[Balance due: \\$7.00](#)

[Membership application pending](#)

MESSAGES

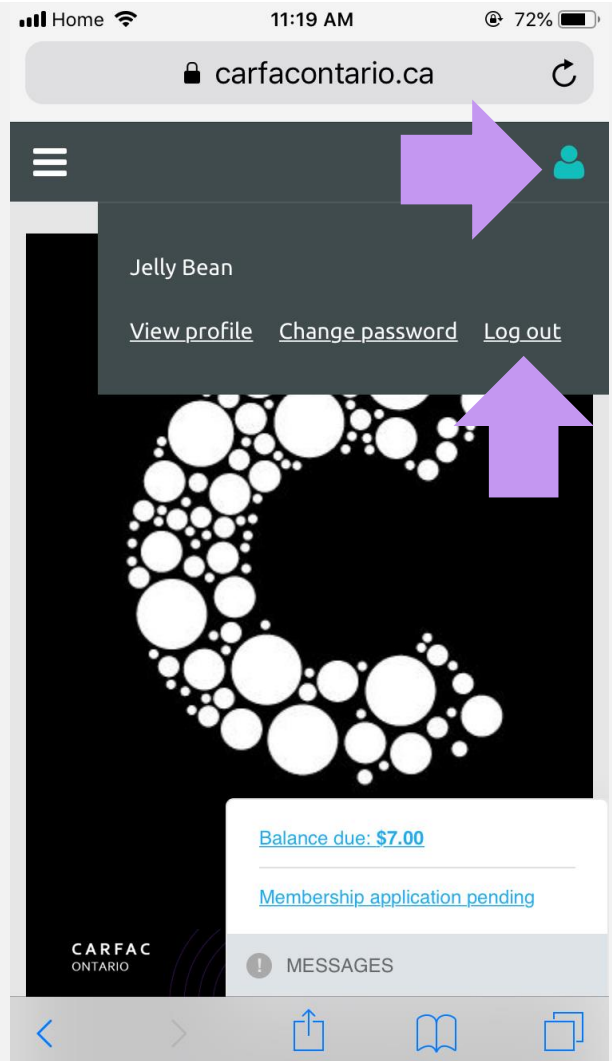
A message appears “password has changed successfully”.



To log out the account:

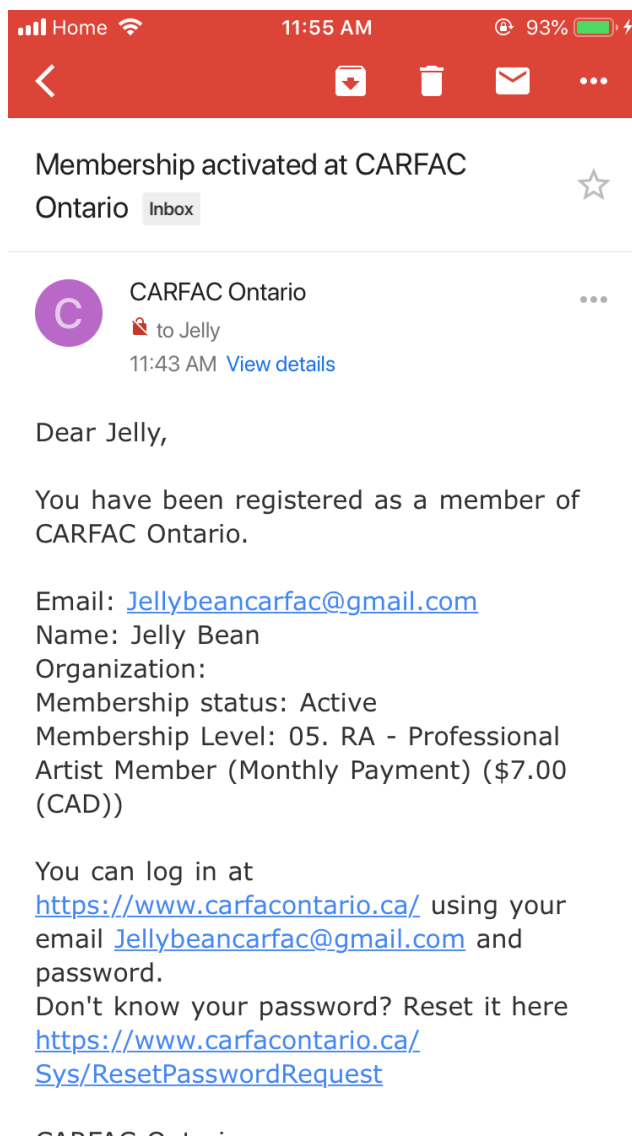
Scroll up until you will find the top right corner and appears mini window and click **"Log Out."**

You will find yourself on the homepage of CARFAC Ontario.



The CARFAC Ontario team approves every membership. Once you have been approved, you will receive the email from CARFAC Ontario about your Membership activation. This is usually done on a daily basis during business hours. Approval for memberships is not based on your artistic merit, but to determine that one is not a robot.

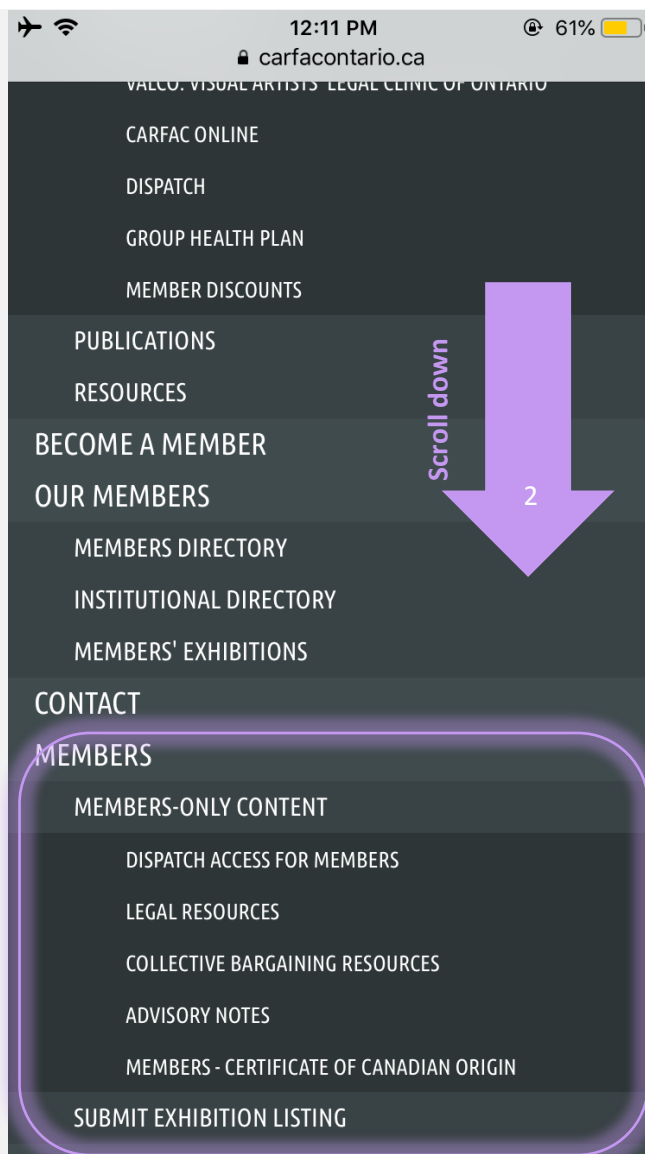
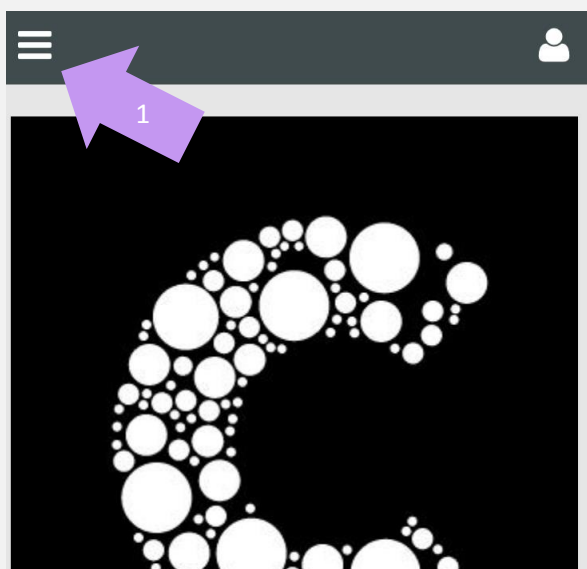
Congratulations!
You are now a CARFAC
Ontario Member!



Now, every time you log in, you can change your membership type, find great resources under the exclusive “Members” only drop down menu that can be found in the top left corner at the top of page.

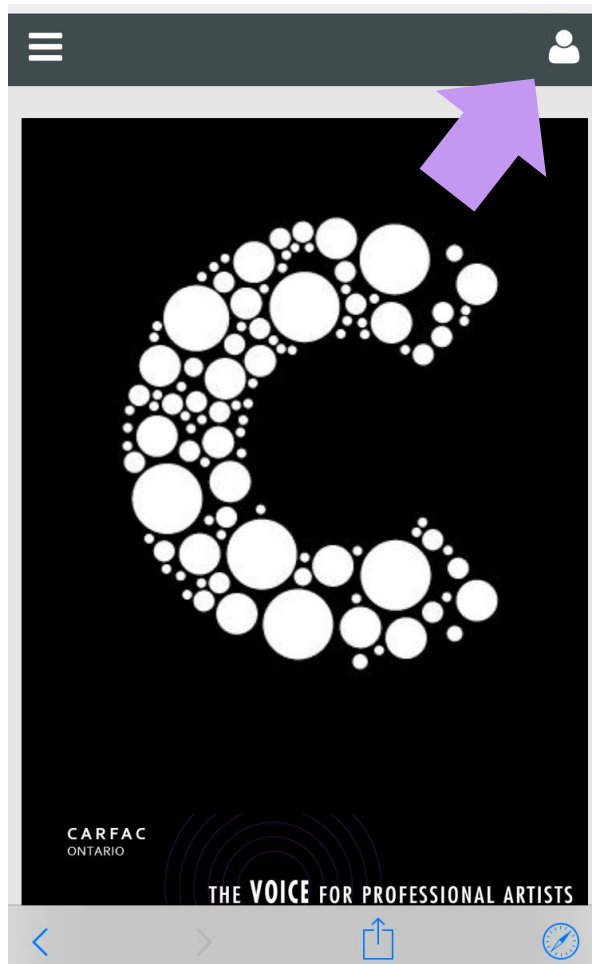
Under this menu, you can find:

- Members only content
 - DISPATCH Publications
 - Legal Resources
 - Collective Bargaining Resources
 - Advisory Notes
 - Members – Certificates of Canadian Origins
- Submit Exhibitions Listing



To update/edit your profile any time:

To change your home address, telephone number or your bio/artist statement. Go the top, right corner silhouette icon, click “**log in**” button.



Fill your e-mail and your password
Don't forget to click "**Log In.**"

Home 11:56 AM 93%

Done carfacontario.ca

Jellybeancarfac@gmail.com

.....

☐ Remember me [Forgot password](#)

LOG IN

Done

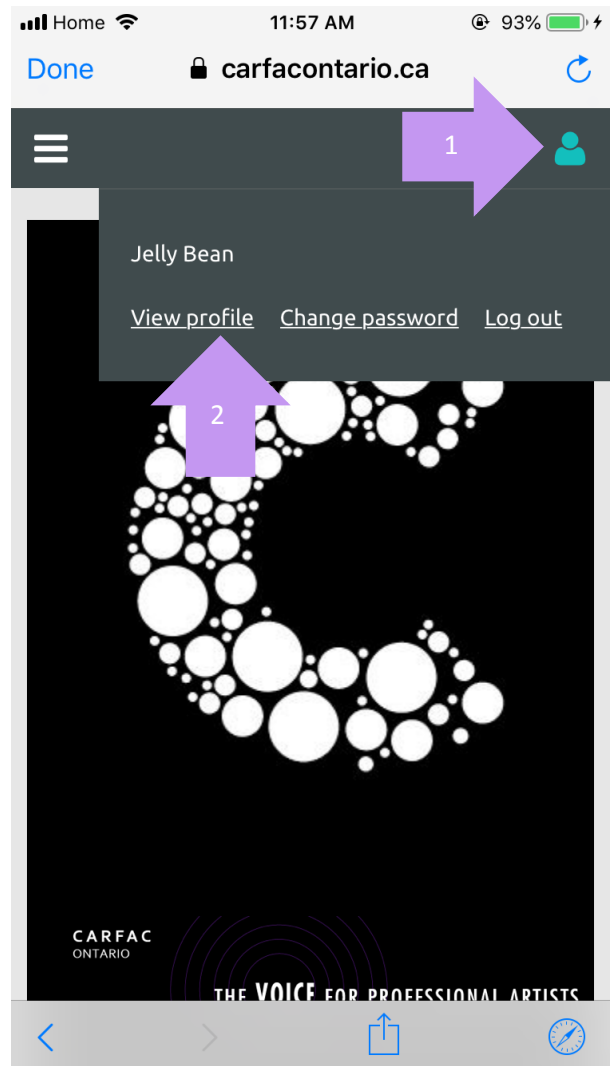
1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ "

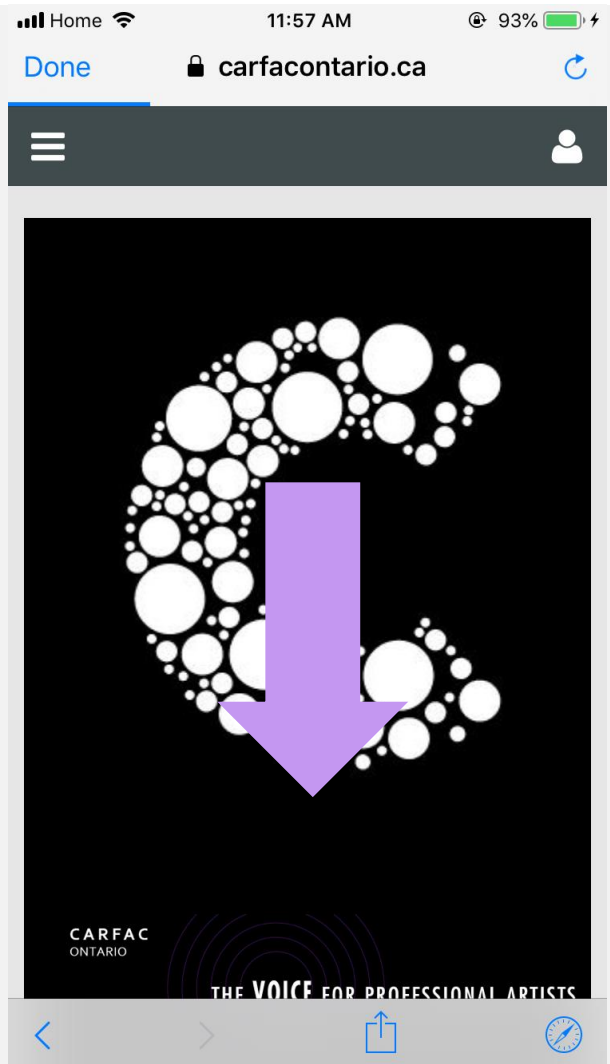
#+= . , ? ! ' < >

ABC space Go

Click the top right corner again, appears a mini window. Click the “**view profile.**”

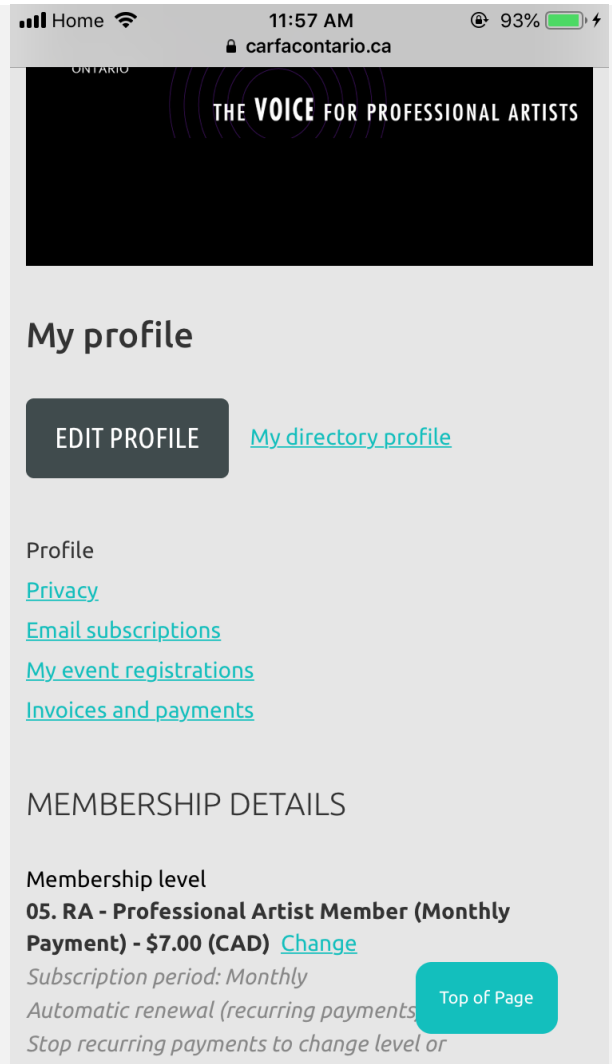


Then appears new page, scroll down until you will find your profile information



This is what your profile will look like.

Click the “**EDIT PROFILE.**”



Or update any of your personal information.

A screenshot of a mobile application interface for updating personal information. The status bar at the top shows 'Home', signal strength, Wi-Fi, time '11:58 AM', and battery '94%'. The app's URL 'carfaontario.ca' is displayed. The form contains several input fields: 'Middle Name' (empty), 'Last name' (filled with 'Bean'), 'Organization' (empty, with '(if applicable)' below it), 'City' (filled with 'Toronto'), 'Primary e-mail' (filled with 'Jellybeancarfac@gmail.com'), 'Phone' (empty), 'Language Preference' (a dropdown menu), 'Membership Start Date' (empty), and 'Street Number and Name' (filled with '401 Richmond street west'). A teal 'Top of Page' button is located at the bottom right of the form area.

Home 11:58 AM 94% carfaontario.ca

Middle Name

Last name

Bean

Organization

(if applicable)

City

Toronto

Primary e-mail

Jellybeancarfac@gmail.com

Phone

Language Preference

Membership Start Date

Street Number and Name

401 Richmond street west

Top of Page

(Always make sure to save your information!)

Home 11:58 AM 94% carfaontario.ca

Printed copy of Dispatch

Printed Renewal

[Clear selection](#)

☐ Yes

☐ No

Date of Birth

15 Jan 1982



SAVE

CANCEL



Q Enter search string

Address

414-401 Richmond Street West
Toronto, Ontario M5V 3A8

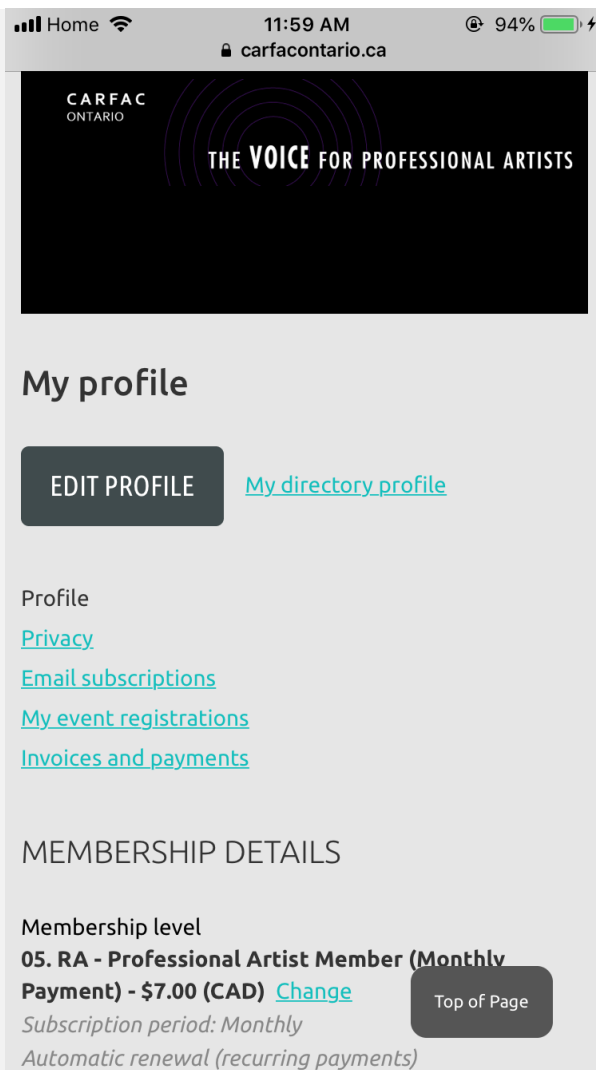
Call Us:

(877) 890-8850 · (416) 340-8850

Email Us:

Top of Page

This is what your profile page will look like.



Once again, when you are done, log out from the silhouette icon in the top right corner.

Then appears a home page of CARFAC Ontario.



Come back to our website anytime. To access your profile or member's only content, use the icon at the top right corner to log in with your email and your password.

Have more questions? Feel free to contact us anytime.

You can reach us at carfacontario@carfacontario.ca or call us at 416-340-8850 or 1-877-890-3340.

Thank you for supporting CARFAC Ontario and fellow artists.

