



Secure Web Site Registration Policy & Procedures

South Oakland County
Lodge 130
2233 Burdette St. Ferndale, MI 48220
(248) 399-7753

1. Regular Members, Associate Members and Auxiliary Members in good standing are eligible for access to the Members Only secure area of FOP 130. Access by FOP 130 non-members must be approved by the President or Auxiliary President.
2. Members **need** to register to have access to the Members Only secure area of FOP 130 in order to view lodge information that is pertinent to members only.
3. The Members Only Registration requires the following information:
 - Member's full name
 - Member's type [Regular, Associate, Auxiliary]
 - Associated Law Enforcement Department, or Not Applicable
 - Other information pertinent to Department information [such as rank or position]
 - Status of Department information [Active, Auxiliary, Retired or Not Applicable]
 - Member's valid email address
 - Option to add the email address to a Members Only visible email list
 - Member defined Password
4. The process of member verification does take some time and proceeds through the following steps:
 - A member registers through the registration page of FOP 130
 - Once submitted, the registration information is emailed automatically to the Webmaster
 - The Webmaster forwards this registration information to the assigned verifier
 - An approval for addition to the Members Only secure area or a denial (based on guidelines) is returned to the Webmaster from the assigned verifier
 - The Webmaster adds the Username and Password to a master password file if approved
 - The Webmaster forwards this updated master password file to the Web Host
 - The Webmaster receives an email confirmation that the secure password file has been updated by the Web Host
 - The Webmaster emails the member with the login information if approved, or a rejection if denied
5. A confirmation email with the Username and Password will be sent if the following guidelines are passed:
 - The individual is a member of FOP 130, or approved by the President or Auxiliary President
 - The membership dues have been paid
 - The member is in good standing with FOP 130
 - The FOP Secretary verifies this information to be accurate if you are a Regular Member or an Associate Member; or the Auxiliary President verifies this information to be accurate if you are an Auxiliary Member
6. Incomplete registration information or an improper email address will delay the registration process.
7. The Username **will** be the first character of the member's first name combined with the last name [*save this information for future access to the Members Only secure area*].
8. Suspended members or members in bad standing will have their logon information immediately removed.
9. Once registered, a member needs to email the Webmaster if any login information needs to be modified, and this email **must** include their membership number, Username and Password.