**Accessing your card on your PC:**

**Log into your memberplanet account. You should open to a page similar to this:**

Graphical user interface, application

Description automatically generated

**On the top left corner, you should see your name, (mine is displayed for example). You need to click on your name and then this page opens to find your card:**

Graphical user interface, application

Description automatically generated

1. On the left navigation bar, click **My Profile**

Graphical user interface, application

Description automatically generated

1. Click **Member Card** in the submenu that appears below **My Profile**
2. Select the gear icon on the right
3. Click **View Card**in the dropdown menu

Graphical user interface, application

Description automatically generated

1. Under the preview that displays, select**Download PDF**

The file will be downloaded to your desktop computer.

**Accessing your card from the mobile app:**

Download the app on [iTunes App Store](https://itunes.apple.com/us/app/memberplanet/id748557891?mt=8) or [Google Play](https://play.google.com/store/apps/details?id=com.memberplanet&hl=en).

1. Tap the main menu icon in the upper left

Graphical user interface, application

Description automatically generated

1. Go to**My Member Card**

Graphical user interface, application

Description automatically generated

1. Select the group for the card you want to view

**cess my member card from the mobile app**

**Access my member card from the mobile app**