

## Cashbook Users

### How to join

1. Go to: <https://groups.yahoo.com/neo/groups/cashbookusers>
2. Click on Join this Group.
3. On the next page, if you have a Yahoo account, sign in with your ID and password; if you do not,
4. Click on Sign Up (it's free!)
5. Follow the process to set up your Yahoo account. You will be asked your name, gender, date of birth, and postcode. Then choose your identity and email and password.
6. You will be asked to give a mobile phone number plus some security questions. They will then text you a code which you then use as part of the security process.
7. Finally click on Create Account. You will be then told your application is being considered.
8. Log into your Yahoo account in the next day or so and you should find you have been accepted.

Once accepted as a member, you then need to make sure that messages from Cashbook Users arrive in the inbox you use most often. The default setting is that messages will be sent to your Yahoo email address.

### To have emails sent to your preferred inbox:

1. Log into Cashbook Users
2. Click on 'Edit Membership' at the top of the screen
3. Click on Identity and add a new email address
4. Yahoo will sent an email to the address you have added asking you to verify the email address.
5. Open the email from Yahoo and click on Verify Email Address
6. Return to Cashbook Users: Edit Membership: Identify and you should find the new email address has been added.
7. Select this as the primary email address.
8. If during the process you are asked to re-enter your password, it seems to be part of the internal security process to prevent your Yahoo identity being assumed by someone else.

There are currently three "Cashbook Champions" who can provide assist with the day to day support and troubleshooting of the Cashbook. You can contact them by [email](#) if you have any questions, or if you are an existing user of the Cashbook and would be willing to become a champion to support other users.