

## Setting up your Mecardo to 'remember' your login and password

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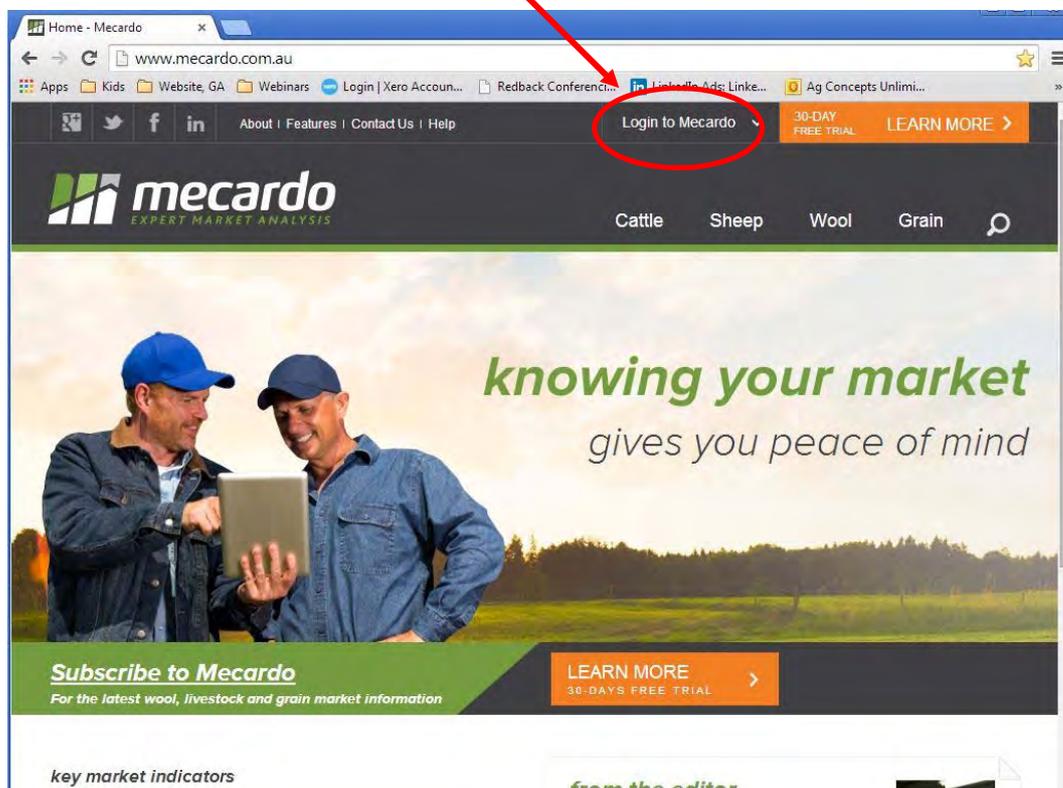
Mecardo is able to 'remember' your login details (email address and password) to avoid you having to enter them in each time you access Mecardo. You do, however, have to set up all your devices (desktop, laptop, tablet, phone, etc) individually.

Please follow these instructions exactly to ensure correct set up. Some general points to note:

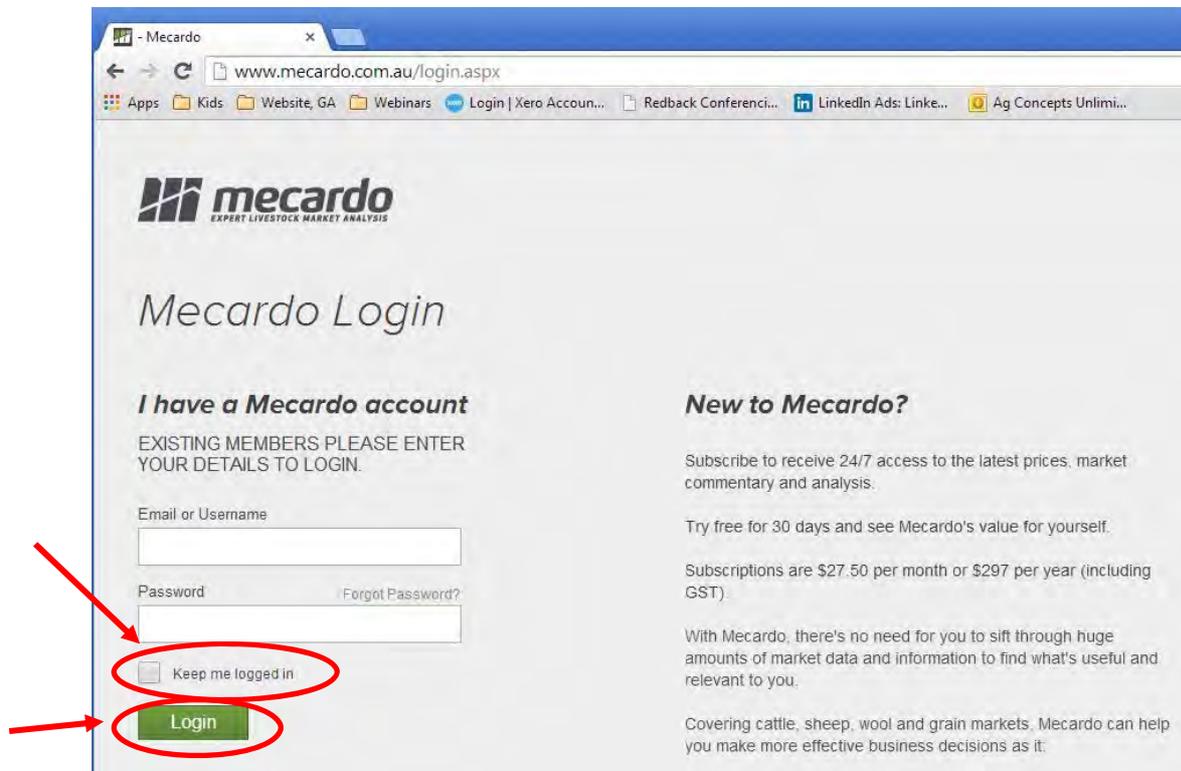
- When setting up your login details, make sure you open a new browser window (irrespective of the device) and access the Mecardo homepage ([www.mecardo.com.au](http://www.mecardo.com.au)). Do not go to the homepage from another Mecardo webpage or via the daily email alert (when setting this up).
- Make sure you set up all separately the devices you use to access Mecardo.
- If for any reason you log out of the Mecardo website (on any device), you will need to follow the process below again for that particular device, to allow Mecardo to 'remember' your login details from session to session.

### SETTING UP YOUR DESKTOP COMPUTER

1. Open your internet browser and go to the URL [www.mecardo.com.au](http://www.mecardo.com.au)
2. Click on 'Login to Mecardo' at the top right of the page



3. You will see the following screen. Enter your email address and password. **Before you click the 'Login' button**, make sure you check the 'Keep me logged in', otherwise anything you do on any other devices will not work. Click 'Login'.

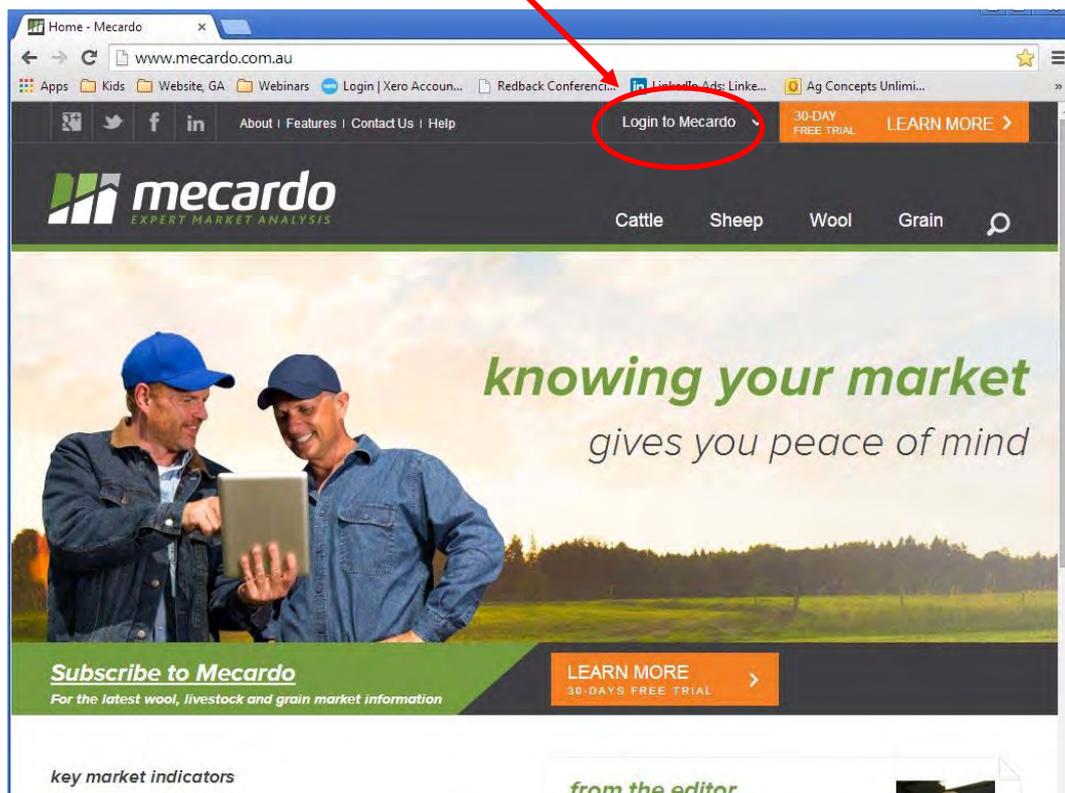


4. As long as you check the 'Keep me logged in' box, each time you go into the Mecardo website on your desktop, you will be automatically logged in. This will also occur when you click on an article link in the daily email alerts.

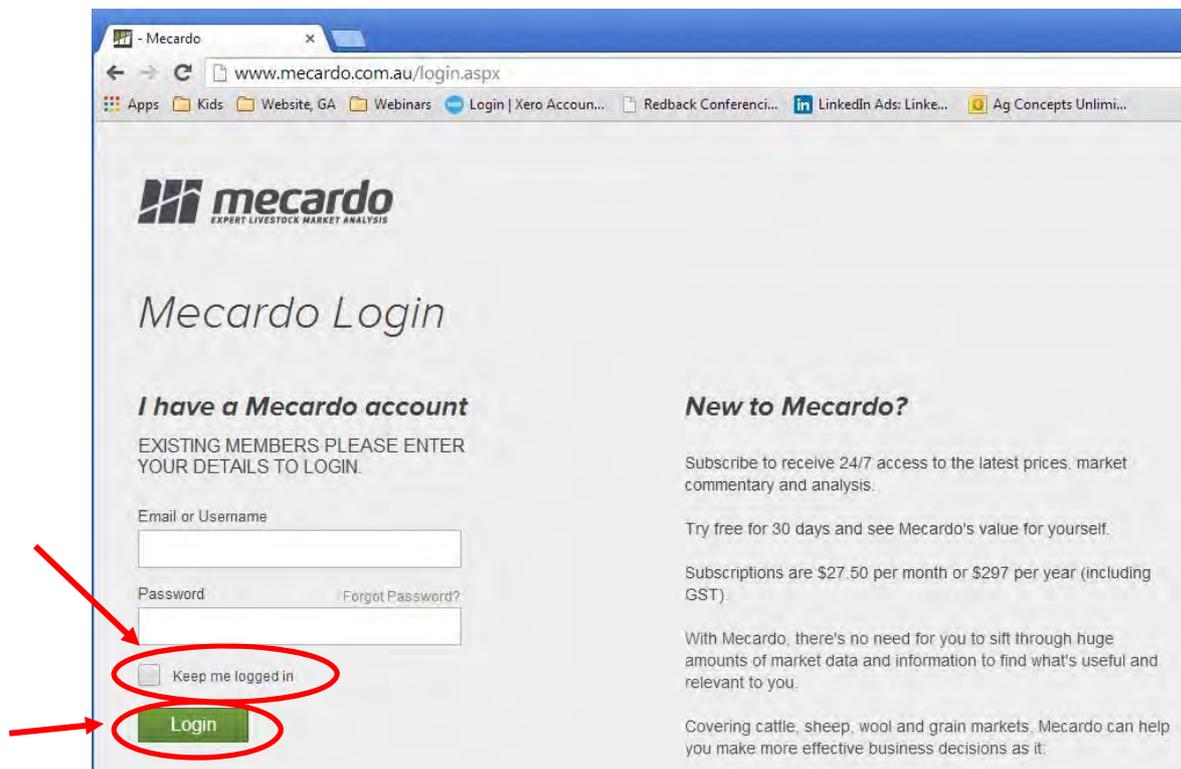
### **SETTING UP YOUR IPAD**

1. On your iPad, go to Settings, then scroll down to Safari (in fourth section down) and click on it.
2. Go to General / Passwords & Autofill
3. Make sure Names and Passwords is On – that is, the 'button' toggle should show green. If it is completely grey, slide the on-screen 'button' across to the right. This will make sure that your iPhone remembers your Mecardo login details.
4. Exit out of the Settings section.
5. Open Safari, then type in [www.mecardo.com.au](http://www.mecardo.com.au)

6. Click on 'Login to Mecardo' at the top right of the page



7. You will see the following screen. Enter your email address and password. **Before you click the 'Login' button**, make sure you check the 'Keep me logged in', otherwise anything you do on any other devices will not work. Click 'Login'.



8. As long as you check the 'Keep me logged in' box, each time you go into the Mecardo website on your iPad, you will be automatically logged in. This will also occur when you click on an article link in the daily email alerts.

### **SETTING UP YOUR IPHONE**

1. On your iPhone, go to Settings, then scroll down to Safari (in fourth section down) and click on it.
2. Go to General / Passwords & Autofill
3. Make sure Names and Passwords is On – that is, the 'button' toggle should show green. If it is completely grey, slide the on-screen 'button' across to the right. This will make sure that your iPhone remembers your Mecardo login details.
4. Exit out of the Settings section.
5. Open Safari, then type in [www.mecardo.com.au](http://www.mecardo.com.au)
6. Click the white button with three grey lines to the left of the Mecardo logo on screen, then click on 'Login'
7. Enter your email address and password.
8. Make sure you check the 'Keep me logged in' box, as you did for your desktop setup.
9. Click on 'Login'

Now, each time you access specific articles (via the daily email alert) or browse the Mecardo website via your iPhone, you will be automatically logged in.

### **TO CHECK THAT YOUR IPHONE OR IPAD HAS REMEMBERED YOUR MECARDO PASSWORD DETAILS:**

- a. On the device, go to Settings, then Safari, then General / Passwords and Autofill.
- b. Click on 'Saved Passwords'
- c. Scroll down until you find the URL [www.mecardo.com.au](http://www.mecardo.com.au), and click on it.
- d. This will then show you the user name and password that your device has 'remembered'.

If the login details are not correct (for example, if you change your password via the My Profile link on Mecardo), you will need to 'un-remember' the old login details. To do this:

- a. Go back to Settings, then Safari.
- b. Scroll down until you find 'Clear History'
- c. Click on 'Clear History'
- d. Click on 'Clear Cookies and Data'
- e. Repeat steps for iPhone 'remember' process above to set up new login details.