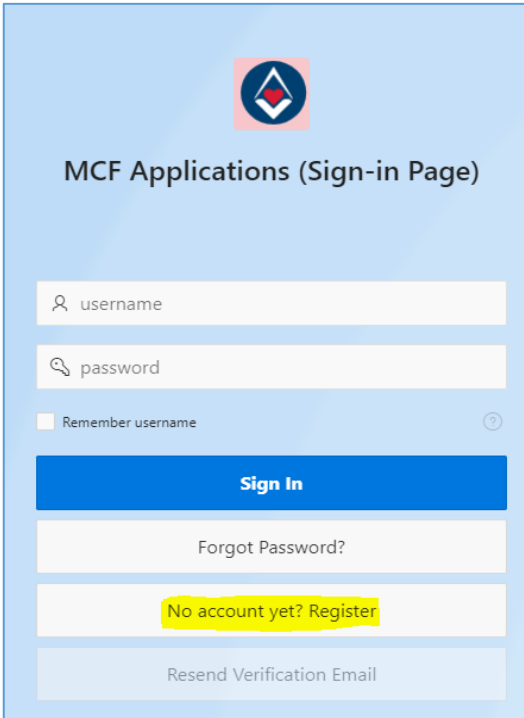


Register to use the MCF's 'E-Voucher' service

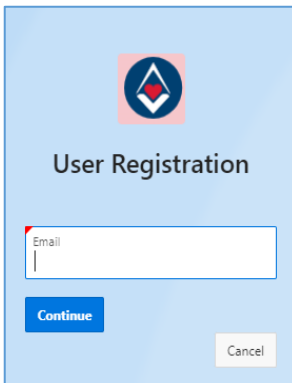
1. Access the 'E-Voucher' service by visiting www.mcf.org.uk/e-voucher and clicking 'login'

This page also contains an instruction video and other guidance for using the service once registered. We recommend creating a bookmark for future use.



The screenshot shows the 'MCF Applications (Sign-in Page)'. It features the Masonic Charitable Foundation logo at the top. Below the logo, the title 'MCF Applications (Sign-in Page)' is displayed. The page contains a sign-in form with fields for 'username' and 'password'. There is a 'Remember username' checkbox and a 'Sign In' button. Below the sign-in button, there are links for 'Forgot Password?', 'No account yet? Register' (highlighted in yellow), and 'Resend Verification Email'.

2. At the login screen (above) press the '**No account yet? Register**' button.

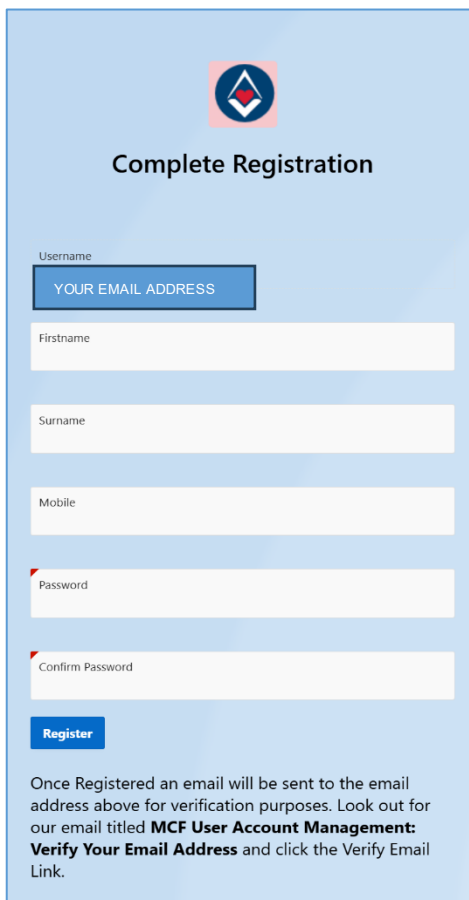


The screenshot shows the 'User Registration' page. It features the Masonic Charitable Foundation logo at the top. Below the logo, the title 'User Registration' is displayed. The page contains a registration form with an 'Email' field. Below the email field, there are 'Continue' and 'Cancel' buttons.

3. Enter your email address. Please ensure this is the same email address that is associated with your Relief Chest. Press **Continue**.

Step 4 overleaf...

4. On the next page, your email address will appear as your **username**. Your **first name** and **surname** will also be shown; please check they are correct and amend if needed.



Complete Registration

Username
YOUR EMAIL ADDRESS

Firstname

Surname

Mobile

Password

Confirm Password

Register

Once Registered an email will be sent to the email address above for verification purposes. Look out for our email titled **MCF User Account Management: Verify Your Email Address** and click the Verify Email Link.

5. Enter in your chosen **password**. The password must:
- Be at least 8 characters in length
 - Contain at least 1 upper case letter (A-Z) **and** one lower case letter (a-z)
 - Contain at least one number (0-9)
 - Contain at least one special character (e.g. \$, £, # etc.)
6. Re-enter your chosen password to confirm and press the **Register** button.
7. After registering, an email entitled '**MCF User Account Management: Verify Your Email Address**' will be sent to you. This contains your **Verify Email Link**.

*If the email is not received within 5 minutes you can request another one by pressing the **Resend Verification Email** button on the MCF Applications Sign-in Page at <https://mcfapps.org.uk> – You must enter your username first.*

8. Click the link within the '**MCF User Account Management: Verify Your Email Address**' email.
9. **Sign in** using your registered email address as your username and enter your newly created password. Press '**Sign In**'.
10. If successful, an email entitled: '**MCF Account Successfully Registered**' will be sent to you.

*You have one hour to complete this process. If the time has expired or the email has not been received, you can request another one by pressing the **Resend Verification Email** button on the MCF Applications Sign-in Page at <https://mcfapps.org.uk> – You must enter your username first.*