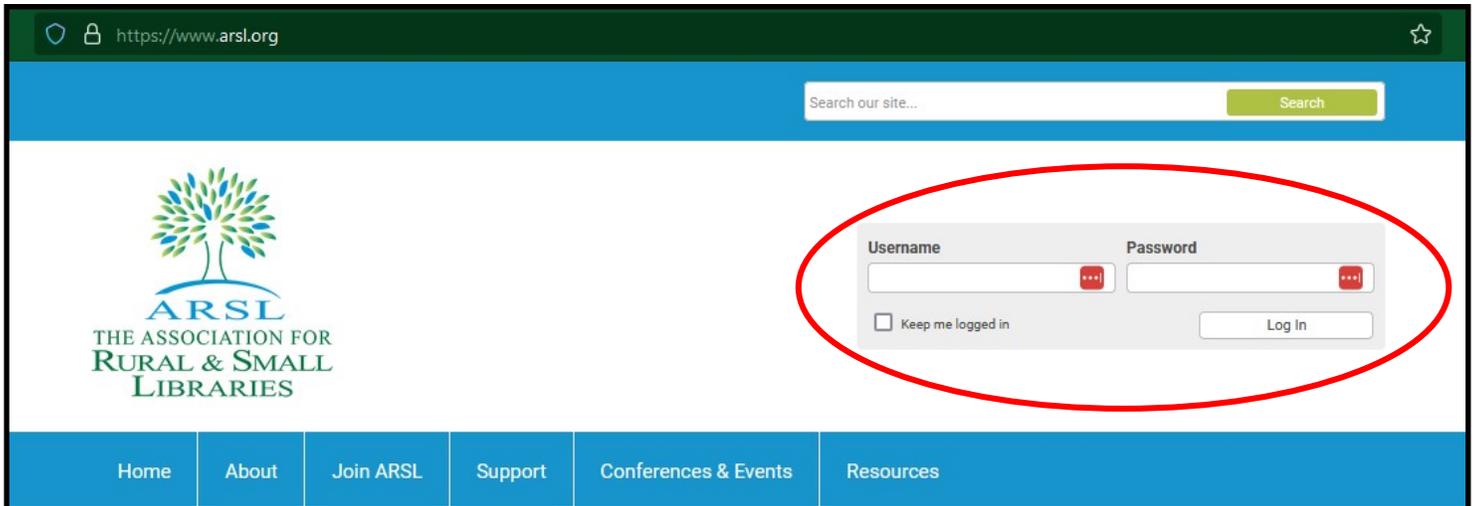


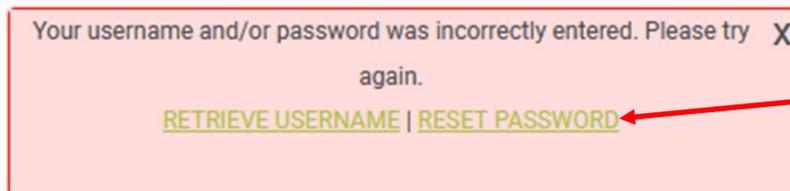
# Accessing Your Email History

1. On the ARSL homepage (<https://www.arsl.org>) enter your ARSL Username and Password to log in to your member profile. Except in rare circumstances your Username will be the email address you used to establish your ARSL membership.

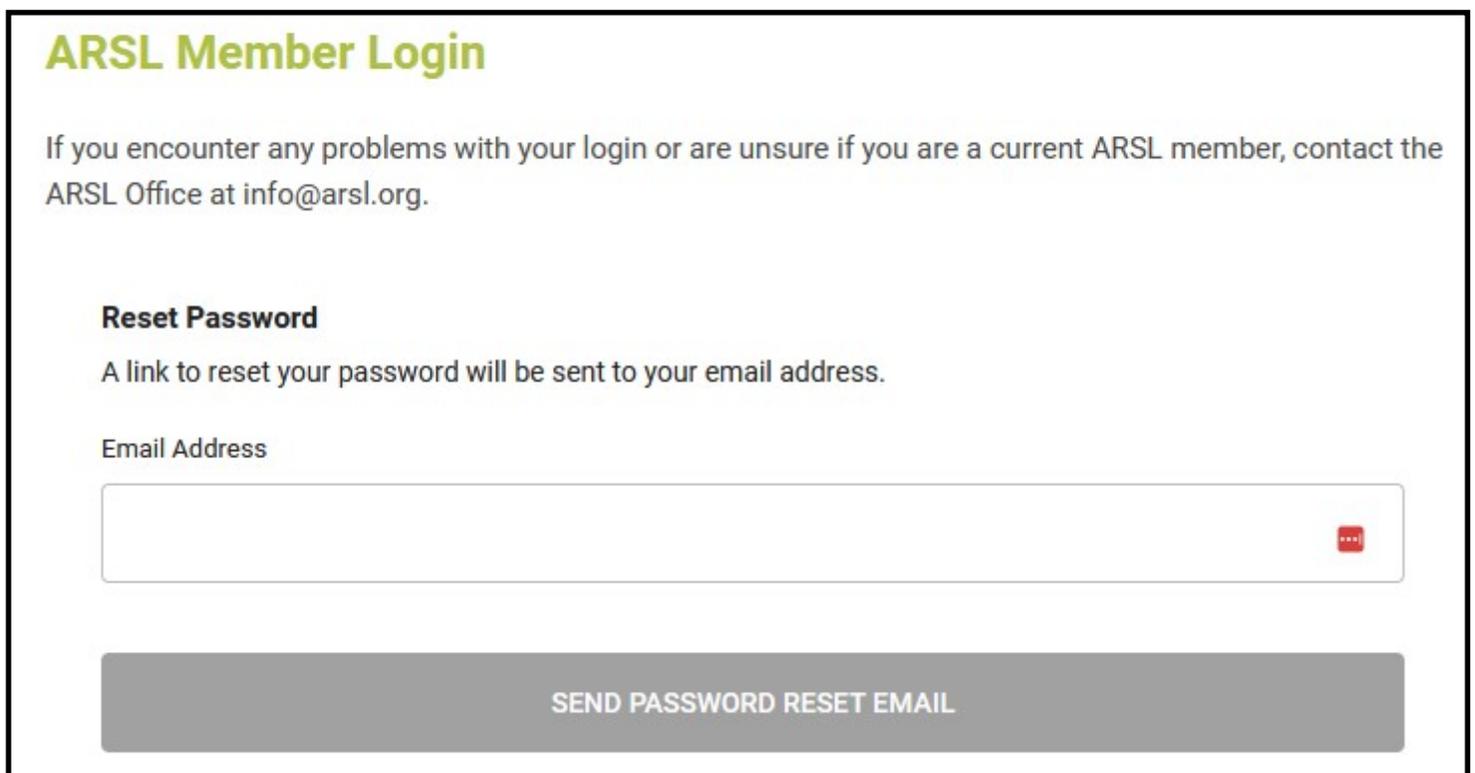


The screenshot shows the ARSL homepage with a search bar at the top. The ARSL logo is on the left. On the right, there is a login form with fields for Username and Password, a 'Keep me logged in' checkbox, and a 'Log In' button. The login form is circled in red.

2. If you are unsure of your password, you can click the Log In button without entering anything in the Username or Password fields to access the Reset Password link. This link will also appear if you enter your password incorrectly. Click it to initiate the password reset process.



Your username and/or password was incorrectly entered. Please try X again.  
[RETRIEVE USERNAME](#) | [RESET PASSWORD](#)



**ARSL Member Login**

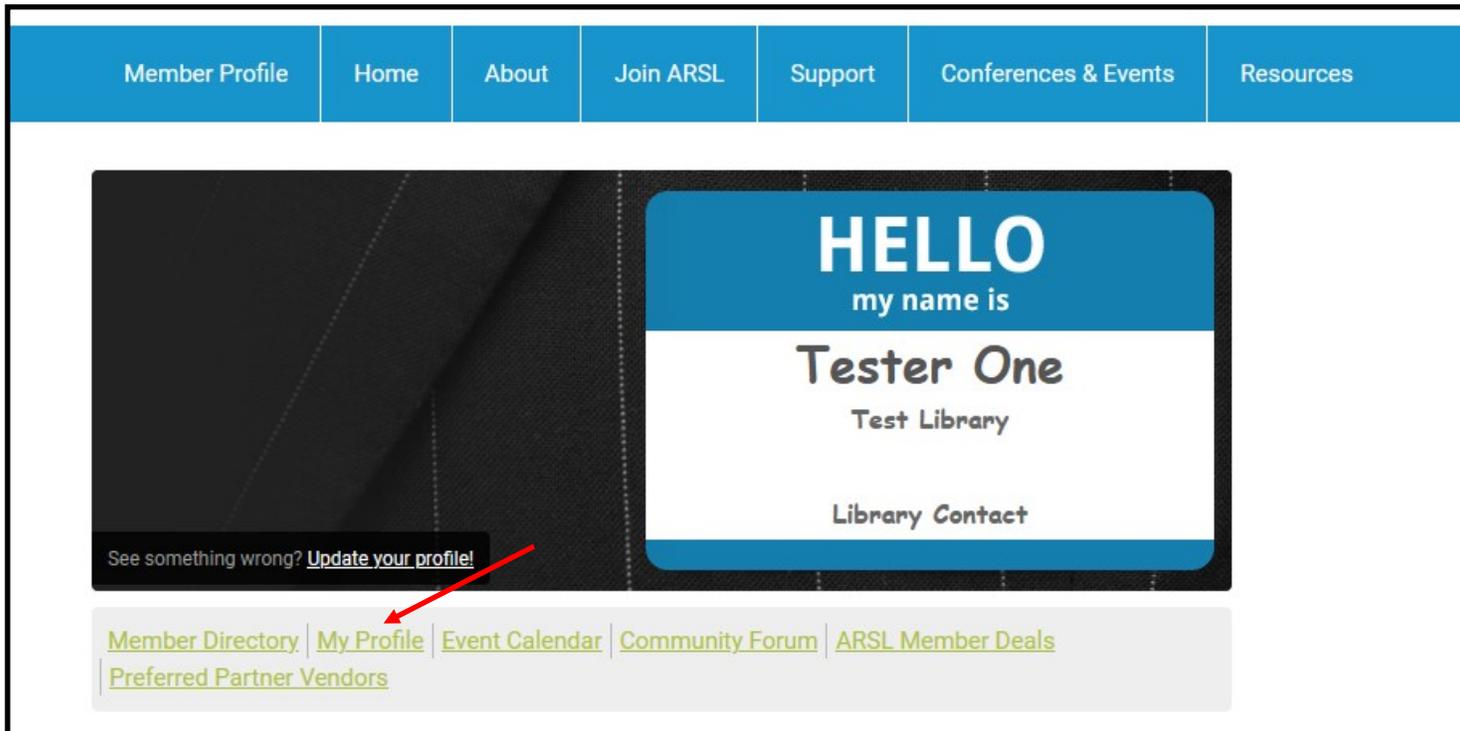
If you encounter any problems with your login or are unsure if you are a current ARSL member, contact the ARSL Office at [info@arsl.org](mailto:info@arsl.org).

**Reset Password**

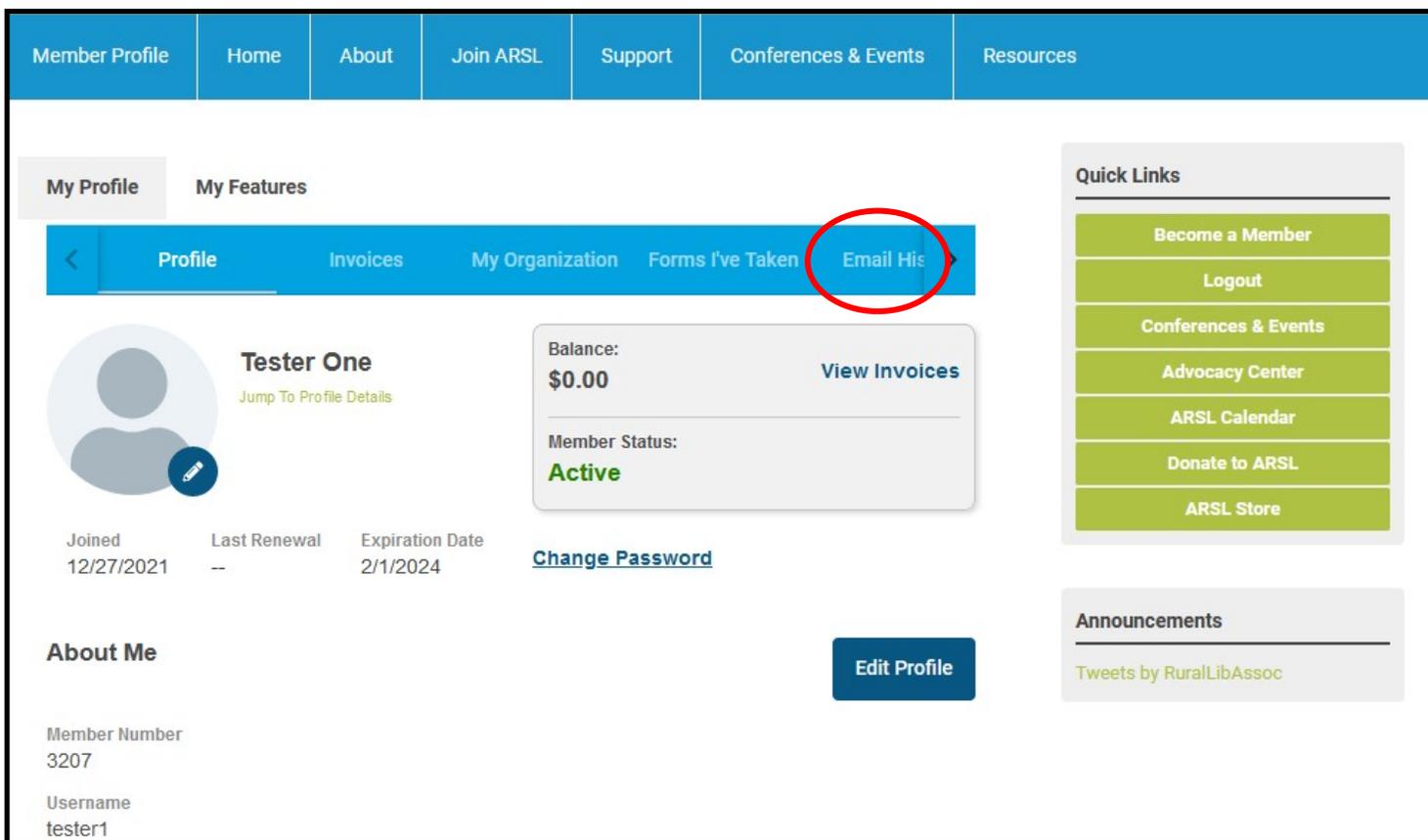
A link to reset your password will be sent to your email address.

Email Address

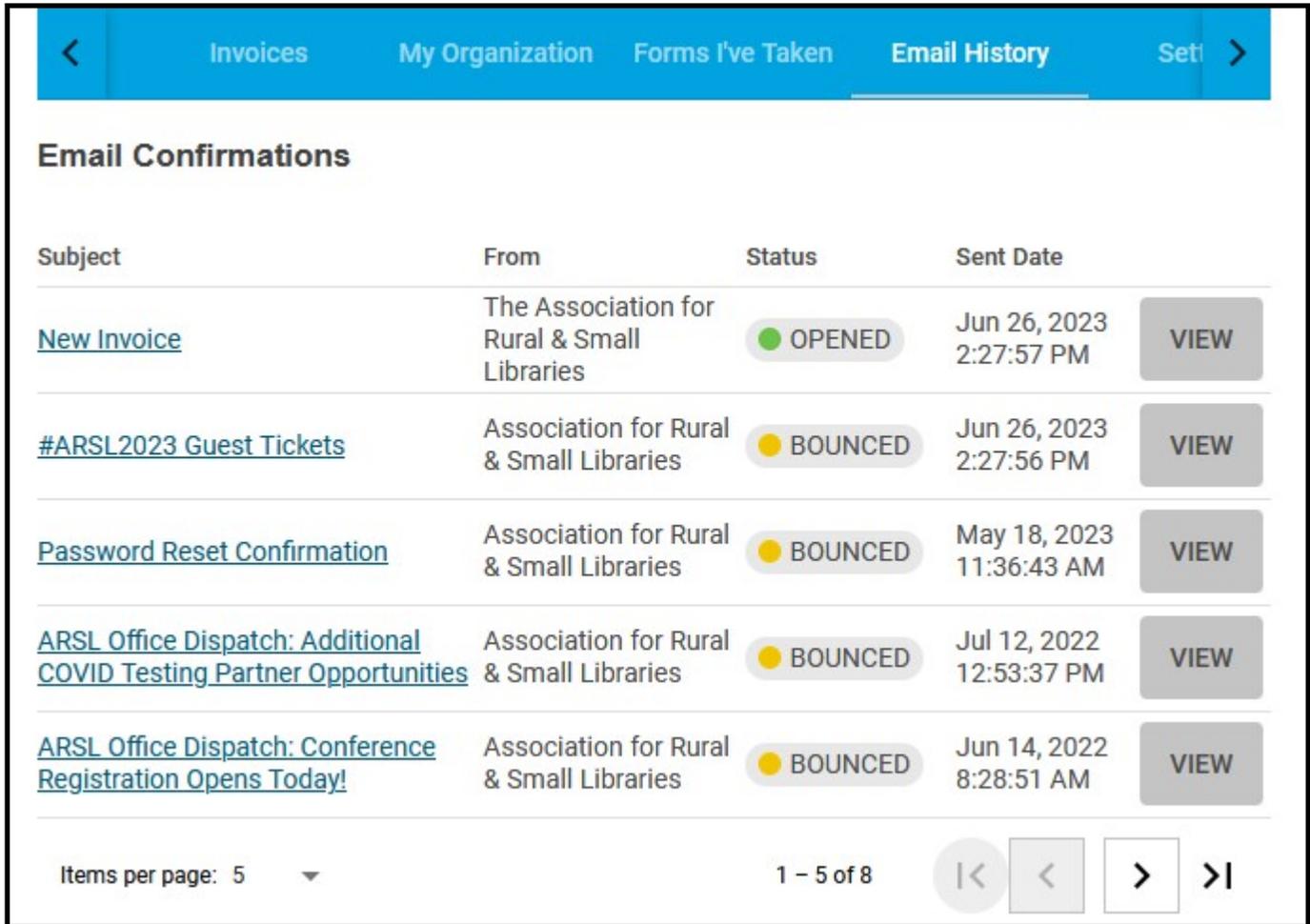
3. On the member landing page, click the green “My Profile” link to access your member profile.



4. Click the Email History button in the blue My Profile menu to view invoices associated with your individual member profile. You may need to use the “>” scroll button on the My Profile menu to locate the Email History button.



3. You can review the status of all emails sent through your member profile (including e-list messages, form confirmations, invoice notifications, and emails from the ARSL Office) in the Status column. A high rate of BOUNCED statuses may indicate that you need to add “arsl@memberclicks-mail.net” to your safe sender list to keep your email client from flagging emails from ARSL as spam.



Subject	From	Status	Sent Date	
<a href="#">New Invoice</a>	The Association for Rural & Small Libraries	OPENED	Jun 26, 2023 2:27:57 PM	VIEW
<a href="#">#ARSL2023 Guest Tickets</a>	Association for Rural & Small Libraries	BOUNCED	Jun 26, 2023 2:27:56 PM	VIEW
<a href="#">Password Reset Confirmation</a>	Association for Rural & Small Libraries	BOUNCED	May 18, 2023 11:36:43 AM	VIEW
<a href="#">ARSL Office Dispatch: Additional COVID Testing Partner Opportunities</a>	Association for Rural & Small Libraries	BOUNCED	Jul 12, 2022 12:53:37 PM	VIEW
<a href="#">ARSL Office Dispatch: Conference Registration Opens Today!</a>	Association for Rural & Small Libraries	BOUNCED	Jun 14, 2022 8:28:51 AM	VIEW

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4. Click any email Subject line *or* the View button to the right of the message details to view the contents of an email. All links, buttons, etc. contained in the email should be accessible through the email viewer. *You cannot reply to emails through the Email History page.*
- Invoice notification emails will contain a link to view & pay the new invoice online.
  - E-list emails will appear in your Email History if you have Email Delivery enabled. See the Updating Your E-List Subscriptions guide for more details about managing your e-list preferences.