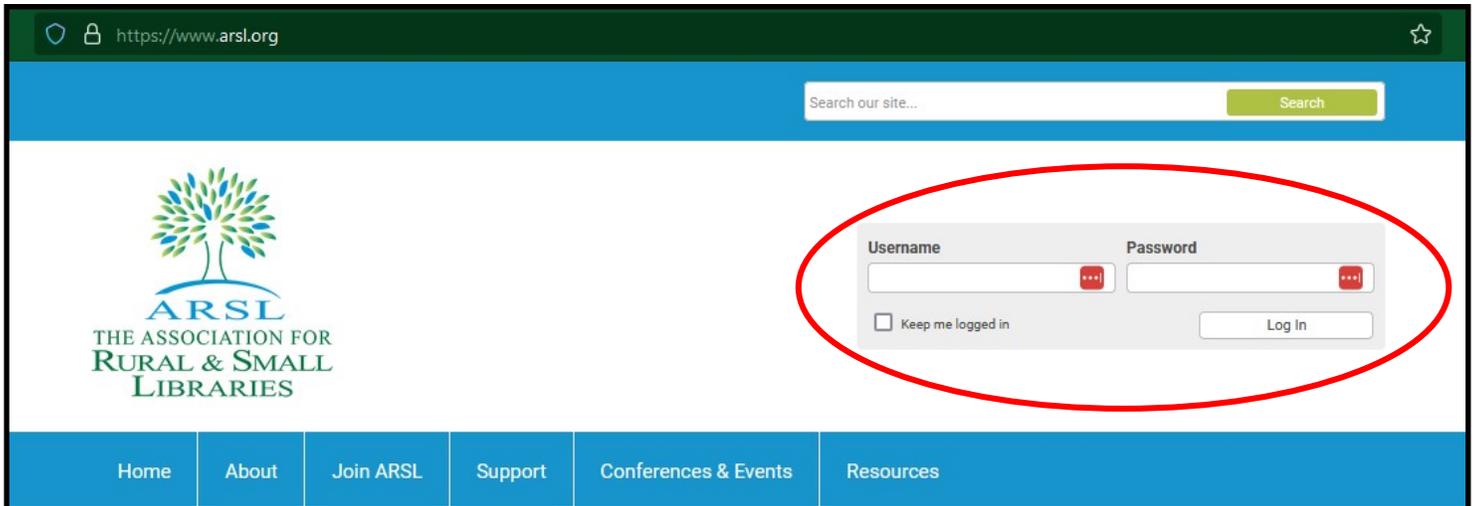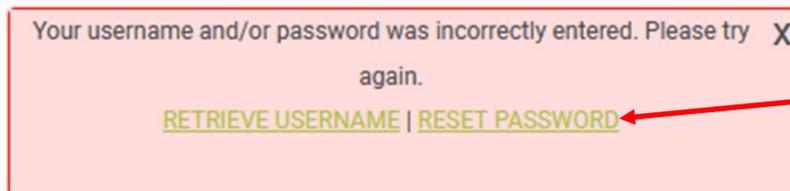# Accessing Your Email History

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.
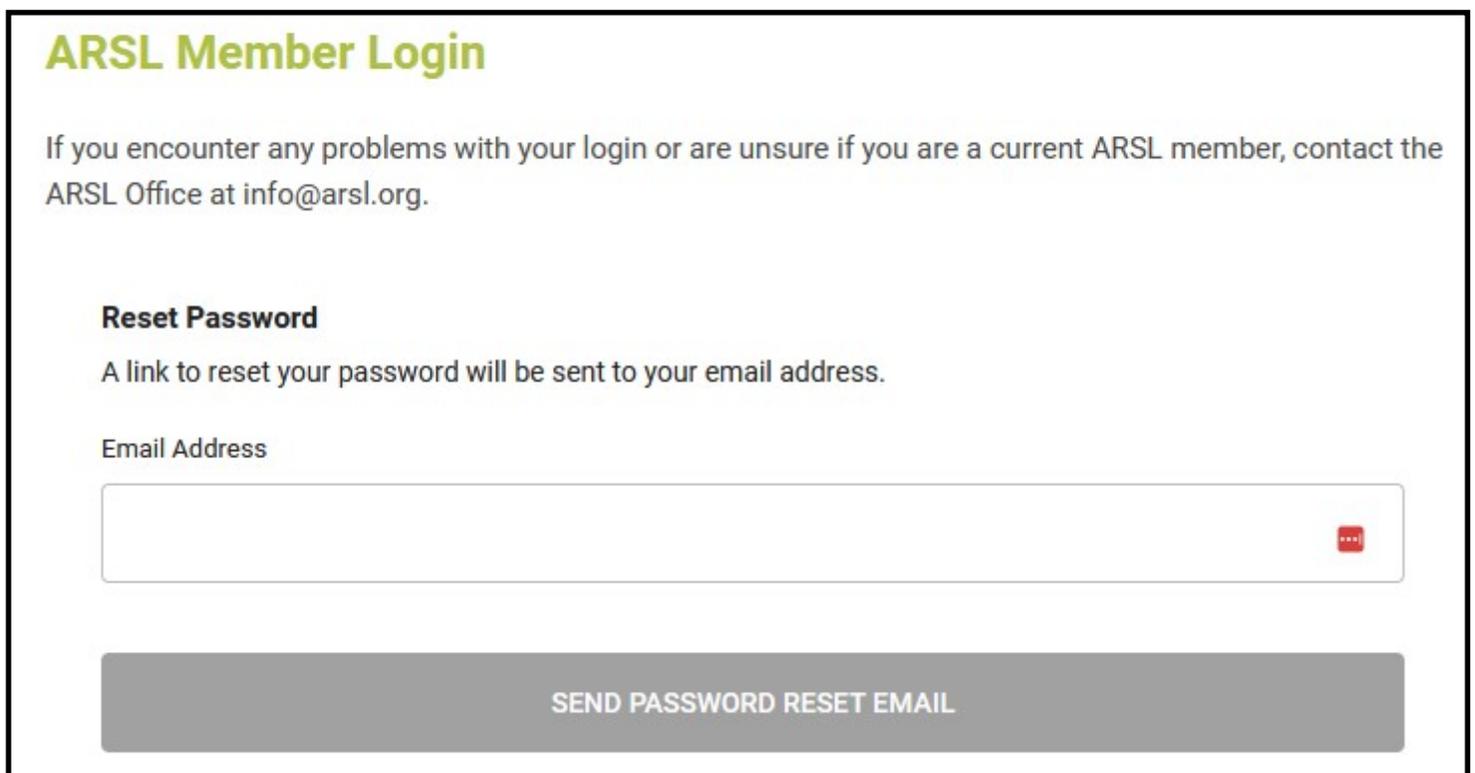

2. If you are unsure of your password, you can click the Log In button without entering anything in the Username or Password fields to access the Reset Password link. This link will also appear if you enter your password incorrectly. Click it to initiate the password reset process.

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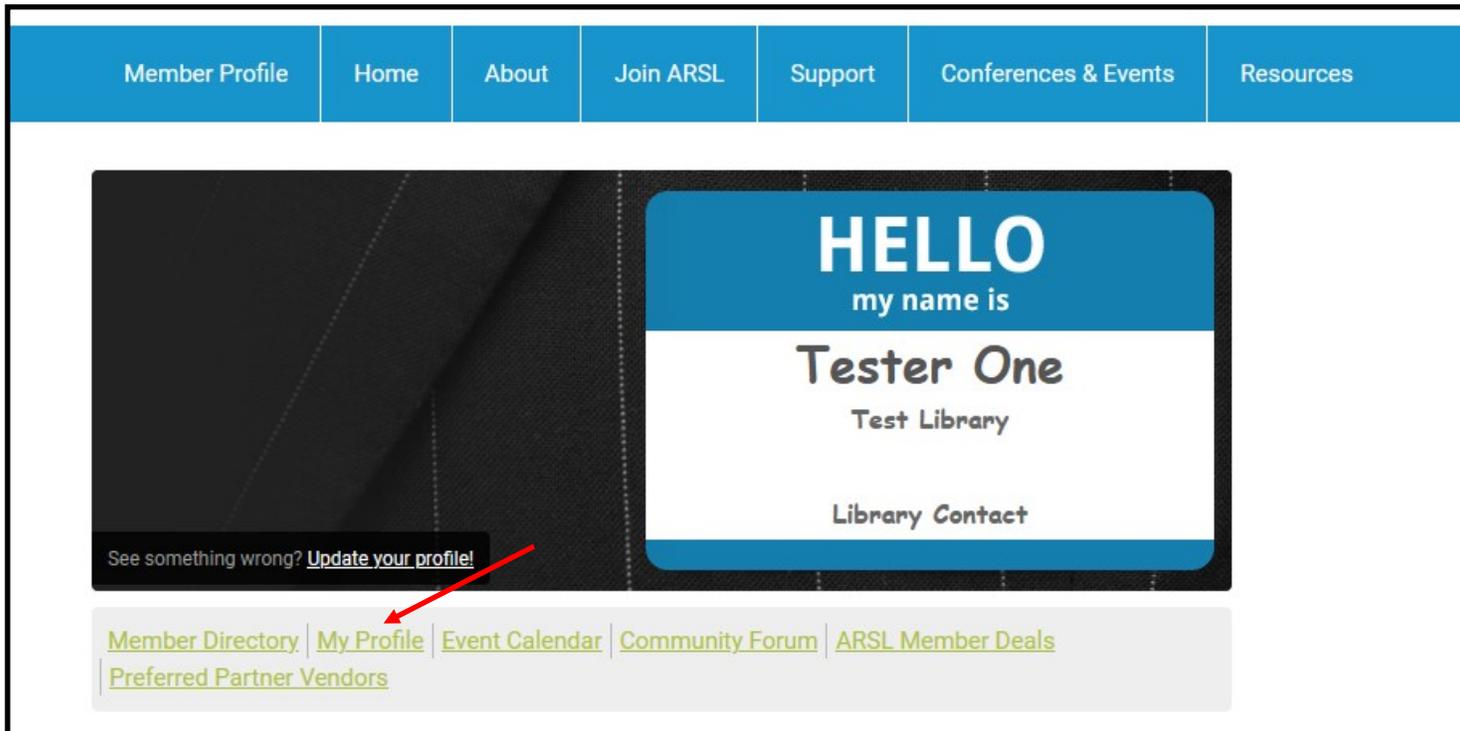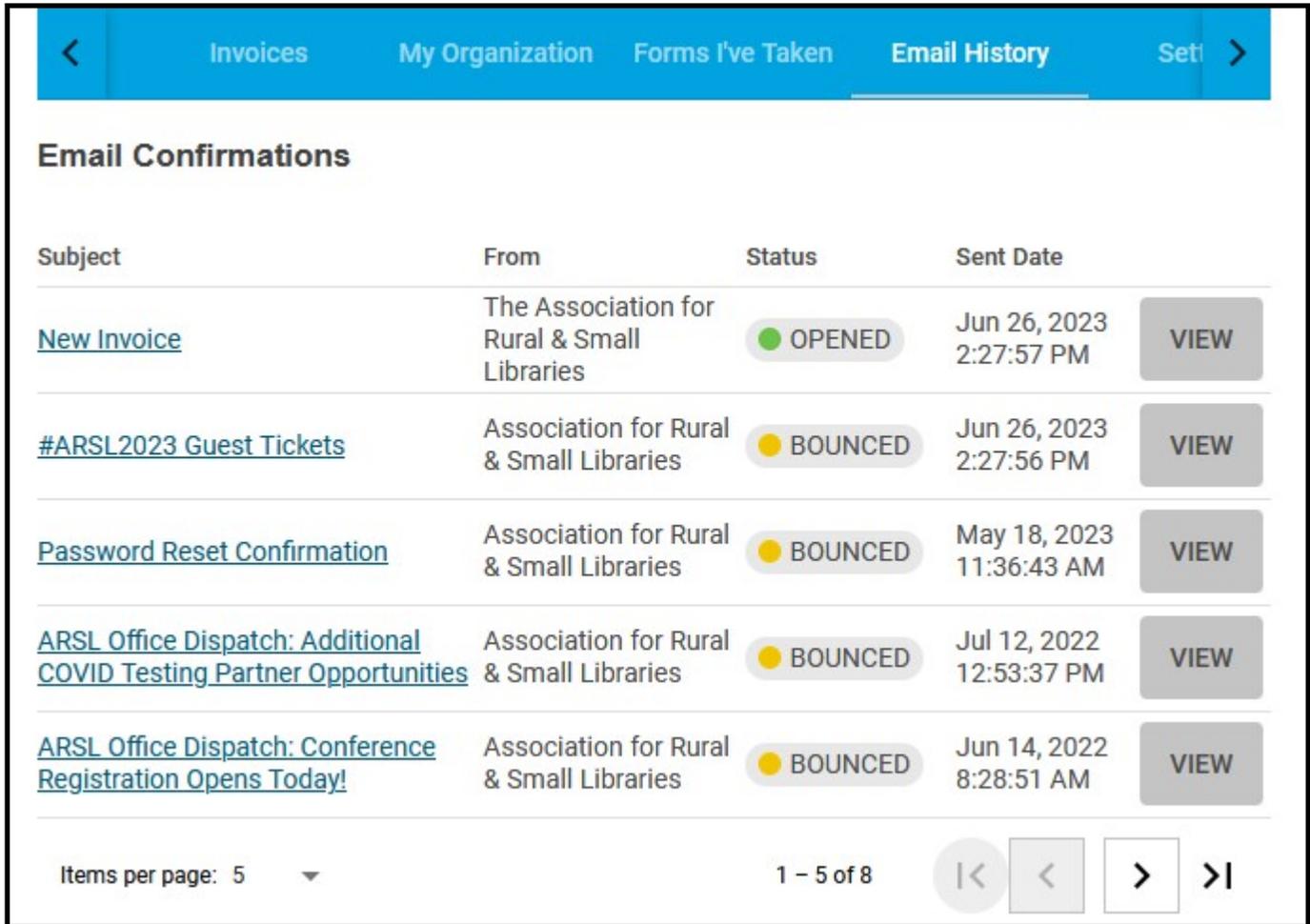

4. Click the Email History button in the blue My Profile menu to view invoices associated with your individual member profile. You may need to use the ">" scroll button on the My Profile menu to locate the Email History button.
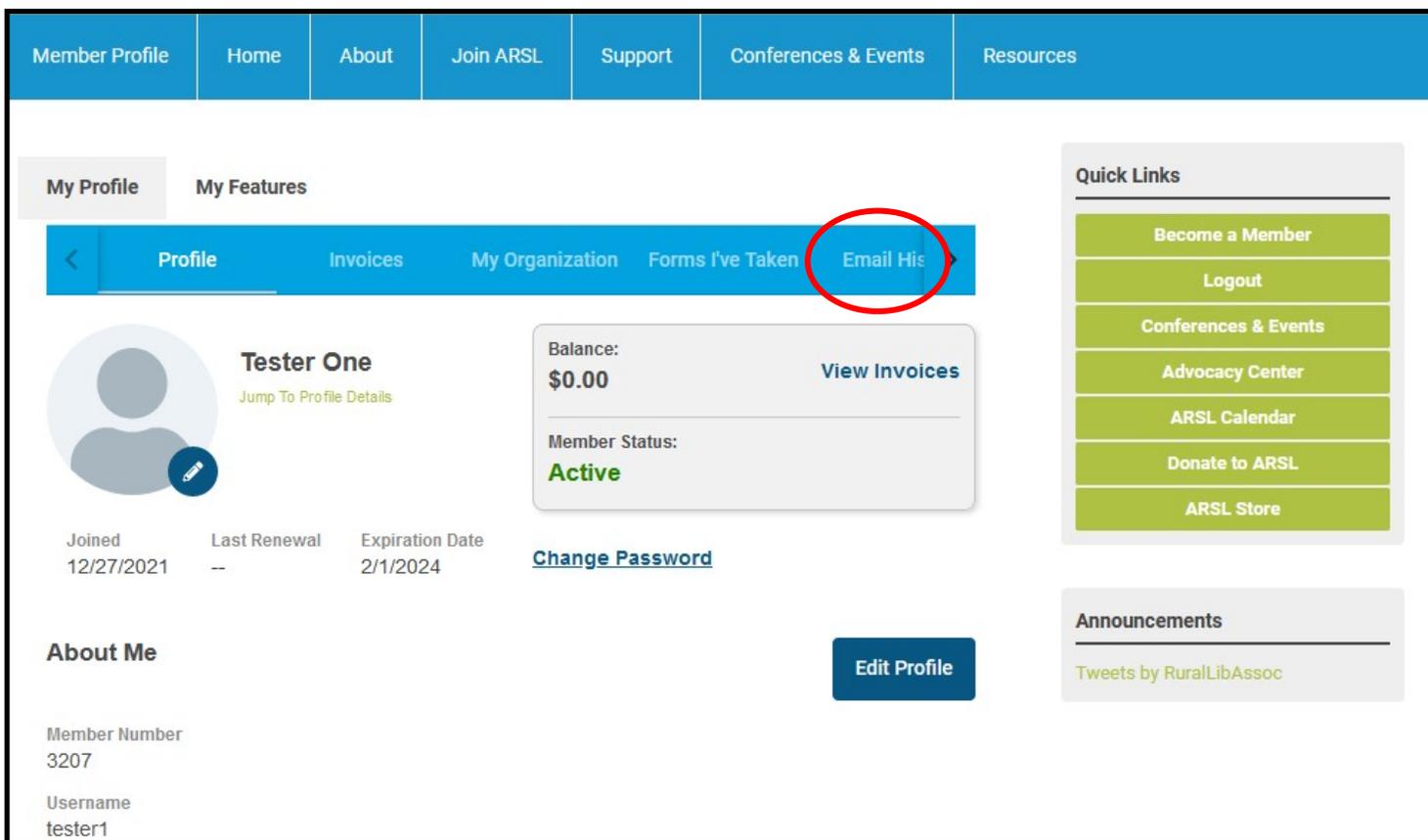
3. You can review the status of all emails sent through your member profile (including e-list messages, form confirmations, invoice notifications, and emails from the ARSL Office) in the Status column. A high rate of BOUNCED statuses may indicate that you need to add "arsl@memberclicks-mail.net" to your safe sender list to keep your email client from flagging emails from ARSL as spam.

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.