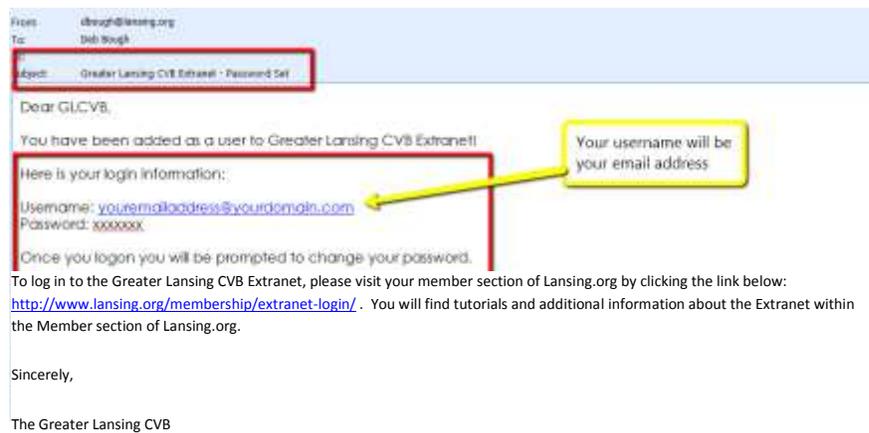# Logging in the first time

If you have any questions, please contact membership@lansing.org and we will be glad to assist you. Please refer to your partner E-newsletter for the current schedule of partner training.

You will need a password to access the Extranet. If you have not yet received your email with your initial temporary password, please email: membership@lansing.org and we will establish your login. You will receive an email that looks like this when your login is ready to use -

To log in to the Greater Lansing CVB Extranet, please visit your member section of Lansing.org by clicking the link below:
http://www.lansing.org/membership/extranet-login/ . You will find tutorials and additional information about the Extranet within the Member section of Lansing.org.
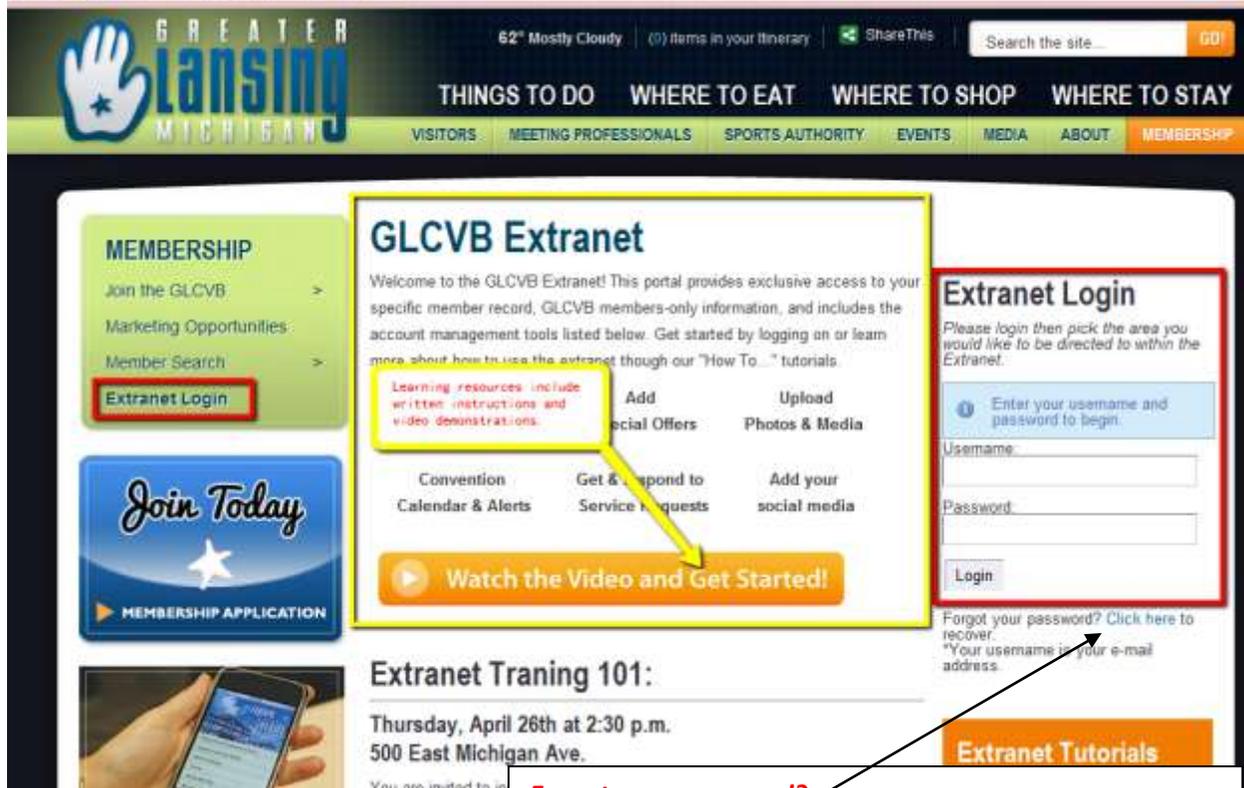
Sincerely,

The Greater Lansing CVB

The logon page is located at www.lansing.org → click on MEMBERSHIP (outlined in white below)

💡 TIP: Bookmark the login page for quick access.

From the home page of Lansing.org, click on Membership and then Extranet Login

– or from the *Membership Page click on Extranet Login as shown below*

Forgot your password?

You can request your password be reset by clicking this link from the Member Login page. You will enter the email address used as your login and the system will generate a new temporary password and send it to you via email.

Depending on the permissions you have been assigned, you may not see all of these options in your list.

The **FIRST** time you login, you will be prompted to change your temporary password **AFTER** you click on one of the above options (Leads, Member Record, etc.)

Greater Lansing Convention & Visitors Bureau – Partner Extranet Instructions