



## Resetting Your Password for the Royal Automobile Club Website

This guide will help walk you through the steps required to reset your password.

You should have received the below email requesting you to reset your password. Simply click on the link in the email and skip to [Step 3](#) of this guide.

Example email:



Dear Member,

Your administrator has just requested that you update your password.

Click on the link below to start this process.

[Link to reset password - Membership Number: 999988](#)

For security, this link will expire within 3 days.

If you are continuing to have issues changing your password and require further assistance, please [click here](#) to email the team or telephone: 01372 229229

Best Wishes,  
The Royal Automobile Club

If you did not receive the email, begin at [Step 1](#).

### Step One – Club Website

Navigate to the Club website (<https://www.royalautomobileclub.co.uk>) and click on the 'Member Login' button in the top left of the screen.

≡ MENU

SEARCH 🔍



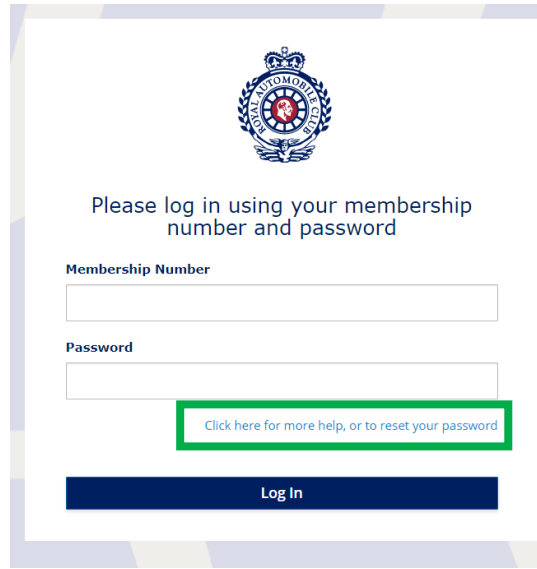
MEMBER LOGIN

FOLLOW THE CLUB



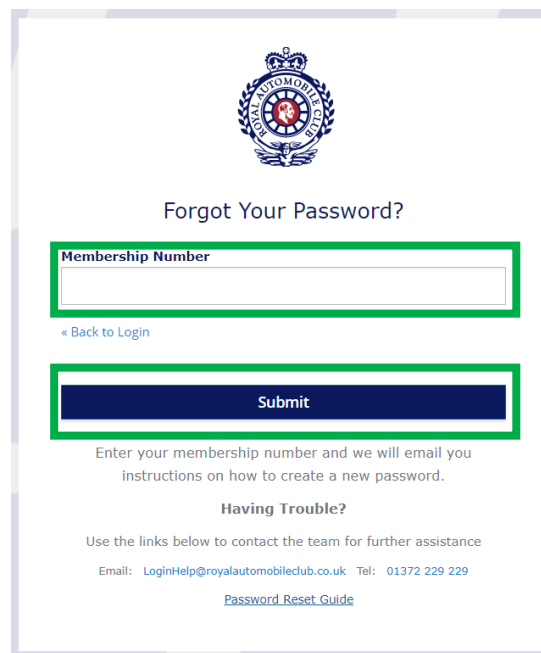
## Step Two - Reset Password Link

From the login page, click on the link 'Click here for more help, or to reset your password'.

A screenshot of the Royal Automobile Club login page. At the top center is the club's logo. Below it, the text reads "Please log in using your membership number and password". There are two input fields: "Membership Number" and "Password". Below the "Password" field is a blue link that says "Click here for more help, or to reset your password", which is highlighted with a green rectangular border. At the bottom of the form is a dark blue button labeled "Log In".

## Step Three – Membership Number

Type your membership number without the prefix into the box and click submit. An email will be sent to your email address held on record by the Club.

A screenshot of the "Forgot Your Password?" page on the Royal Automobile Club website. At the top center is the club's logo. Below it, the text reads "Forgot Your Password?". There is a text input field labeled "Membership Number" with a green border. Below the input field is a blue link that says "« Back to Login". Below that is a dark blue button labeled "Submit" with a green border. Below the button, the text reads "Enter your membership number and we will email you instructions on how to create a new password." Below this is the heading "Having Trouble?" followed by the text "Use the links below to contact the team for further assistance". At the bottom, there is an email address "Email: LoginHelp@royalautomobileclub.co.uk" and a telephone number "Tel: 01372 229 229". A blue link labeled "Password Reset Guide" is also present at the bottom.



## Step Four – Password Reset Email

Check your inbox. You should find an email with the title 'Your Royal Automobile Club Password'. Open it and click on the 'Link to reset password':



Dear Member,

A request to reset your password has been made. If this was you, please click on the link below to change your password.

[Link to reset password - Membership Number: 999988](#)

For security, this link will expire in 4 hours.

If you are continuing to have issues changing your password and require further assistance, please [click here](#) to email the team or telephone: 01372 229229


Best wishes,  
The Royal Automobile Club

## Step Five – Reset Your Password

In the 'New Password' box, type in the password you would like to set. Please note, the password must adhere to the following rules:

- It must be a minimum length of eight characters
- It must contain both upper and lowercase letters
- It must contain at least one number
- It must contain at least one special characters, for example \* or % or ^ or - etc.

Update password

 You need to change your password.

Password Requirements

- Use upper and lower case characters (!?)
  - Use a minimum of 8 characters
  - Use at least 1 number
- Optionally use special characters

New Password  
.....


Confirm Password


Submit



## Step Six – Confirm Password

In the 'Confirm Password' box, type the password set in Step 5 again, then click submit:

  
Update password

 You need to change your password.

Password Requirements

- Use upper and lower case characters (\*17)
- Use a minimum of 8 characters
  - Use at least 1 number
- Optionally use special characters

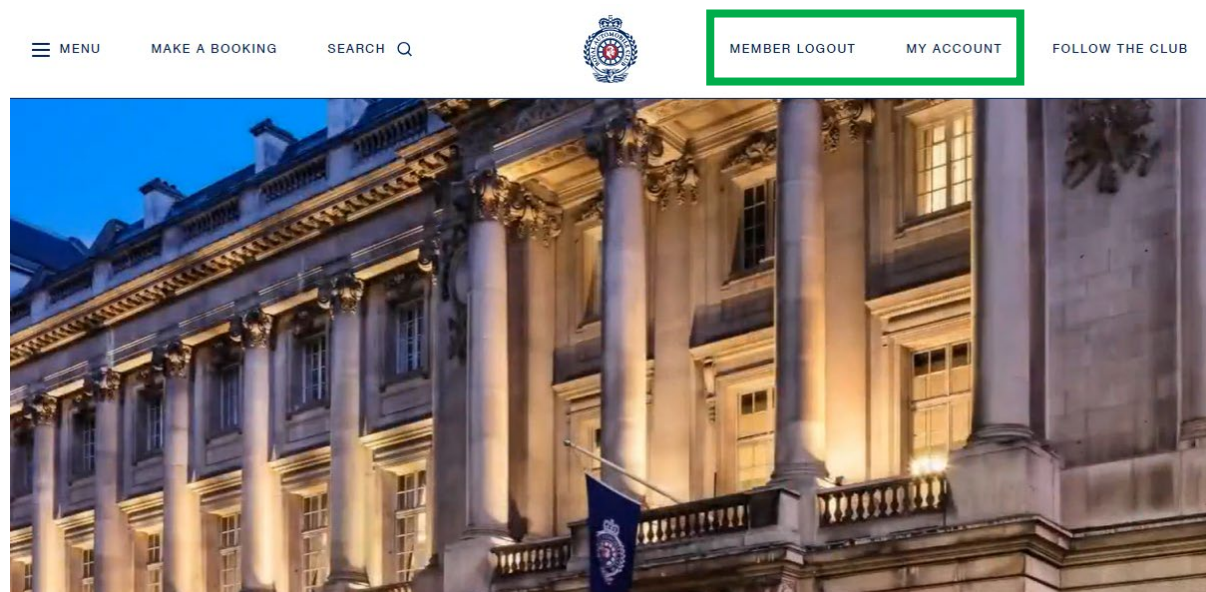
New Password  
.....

Confirm Password  
.....

Submit

## Step Seven – Login Success

After successfully resetting your password, you will be automatically logged into the Club site and taken to the members' home page:



Welcome to  
The Royal Automobile Club