



Accessing Your New Online Memorial the First Time

1. In a Browser, go to paradise.mem.com/members
2. Under New Members on the right side:
 - a. Create a user name
 - b. Create a password
 - c. Confirm password
 - d. Enter an email address
 - e. Confirm email address
 - f. Read Terms of Service
 - g. Check Terms of Service box to indicate you've read it
3. Click "Create"
 - a. A new page will appear
4. Enter your confirmation number from the Certificate provided to you
5. Check Terms of Service box to indicate you've read it
6. Click Enter
7. Click the "Edit Content" tab
8. Click the Next button at the bottom of the page and navigate to the General Information tab
 - a. Review & edit at least the name fields (as necessary)
 - b. Click Save at the bottom of the page
 - c. Click Next at the bottom of the page
9. You're now in the Purchaser Information tab
 - a. Review and change as necessary
 - b. We suggest you add an e-mail address for notification purposes.
 - c. Click Save at the bottom of the page
10. Now you are free to move to any tab and populate the Online Memorial as you desire, making sure you click the Save button after any changes.

Help!

Should you need assistance at any time, please contact Making Everlasting Memories Customer Service toll-free at 888-549-4636 or via e-mail at submit@mem.com.