



Instructions for First Time Login Current Master Masons Only

1. Open your internet browser, and be sure to disable private browsing
2. Navigate to: <https://gfl.circumscribe.net>
3. On the login screen, enter your temporary username:
 - a. FL + Your Grand Lodge Number + @changeyouremail.info (ex. **FL1234567@changeyouremail.info**)
4. Enter your temporary password: FL + Your Grand Lodge Number (ex. **FL1234567**)
5. You will be immediately prompted to change both your username and password
 - a. your NEW user name should be an email address that you use regularly
 - b. your NEW password must contain 8 characters and 1 number, and you must enter it twice
6. Upon successfully changing your email and password, you will be required to logout, and then log back in with your new credentials.
7. Once you have successfully logged back in, you will be taken to your Profile Page. Please verify all of your information on this page, and make any appropriate changes. You will also have the option to upload a current picture for your permanent ID card.

NOTE: You must upload your picture within 30 calendar days of your first successful login, and no more than 60 days past your Lodge on-board date.

Do's of uploading your picture:

- As high a resolution as possible (can be a picture taken with a smartphone or digital camera)
- No hats or sunglasses
- No other individuals in the picture
- No animals in the picture
- Your face should be positioned to take up as much of the photo square as possible

8. You may immediately begin to record your Masonic attendance, and take Master Mason I, II, III exams

ONLINE Help is available at <http://help.circumscribe.net>, or by clicking the question mark icon on the top right of the Circumscribe system once you are logged in.

For additional support, please contact the Secretary of your Lodge.