

Instituted October 20, 1849

Regular Communications
Second & Fourth Tuesdays

Olive Branch Lodge
No. 16
F. & A. M.



March 1, 2018

Brethren,

Prior to the Annual Grand Communication of The Most Ancient and Honorable Society of Free & Accepted Masons for the State of New Jersey, a new software application, *Circumscribe*, was presented and the implementation began shortly thereafter. The Lodge membership data migration is now complete, and you now have access to the new system. It is important for you to login as soon as possible, review your profile, make any appropriate changes to your contact information, and upload a current picture for your new permanent ID card.

To login to Circumscribe, simply follow these instructions:

- Open your internet browser
 - NOTE: be sure to enable cookies, and disable private browsing**
- Navigate to: **<https://glnj.circumscribe.net>**
- Enter your initial Username:
 - "NJ" + "Your Grand Lodge Number" + "@changeyouremail.info"
(**Example: NJ1234567@changeyouremail.info**)
 - NOTE: your Grand Lodge Number is printed on your current Dues card.**
- Enter your temporary Password:
 - "NJ" + "Your Grand Lodge" (**example: NJ1234567**)
- You will be immediately prompted to change both your username and password
 - Your NEW username can be any email address that you frequently use, or have regularly access to.
 - Your NEW password must contain 8 characters and 1 number, and you must enter it twice.
- Upon successfully entering both, you will be required to logout, and then log back in with your new credentials.
- Once you have successfully logged back in, navigate to your Masonic profile by selecting "Profile" from the menu items on the left side of the screen. Review your profile and make any appropriate changes to your contact information, and upload a current picture for your new permanent ID card. **You must upload your picture prior to May 31, 2018. After this date, you will be sent a dues card without your picture, and replacement cards are \$5.00 each.** When uploading your picture, use as high a resolution as possible, and your face should be positioned to take up as much of the photo square as possible. You should avoid hats, sunglasses, other individuals or animals in the picture.
- Select 'Save Profile' to complete the process.

For additional support, please contact me at the Lodge. I thank you for your participation and feedback, and wish you all a prosperous Masonic year.

Fraternally,

Adam Reich

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