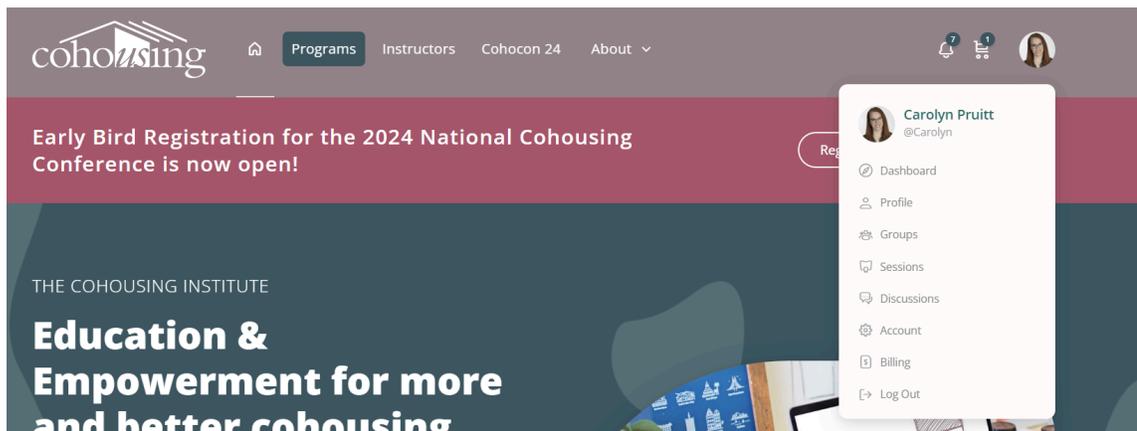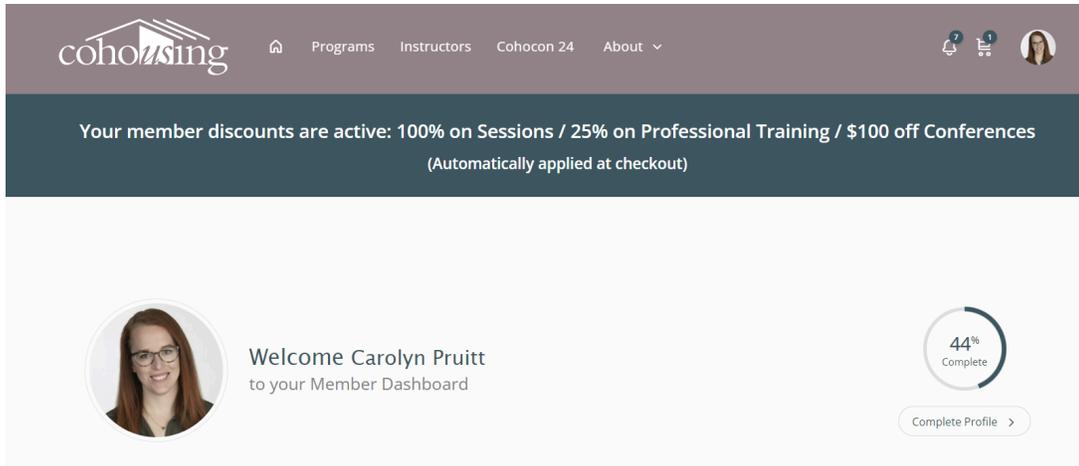# TCI GUIDE

The Cohousing Institute (TCI) serves as the online learning platform for the Cohousing Association of the United States. Learn how to navigate the platform through the guide below. For more support, visit our help page at https://cohousinginstitute.org/help

How to activate your membership and receive discounts as part of a CohoUS Member Community
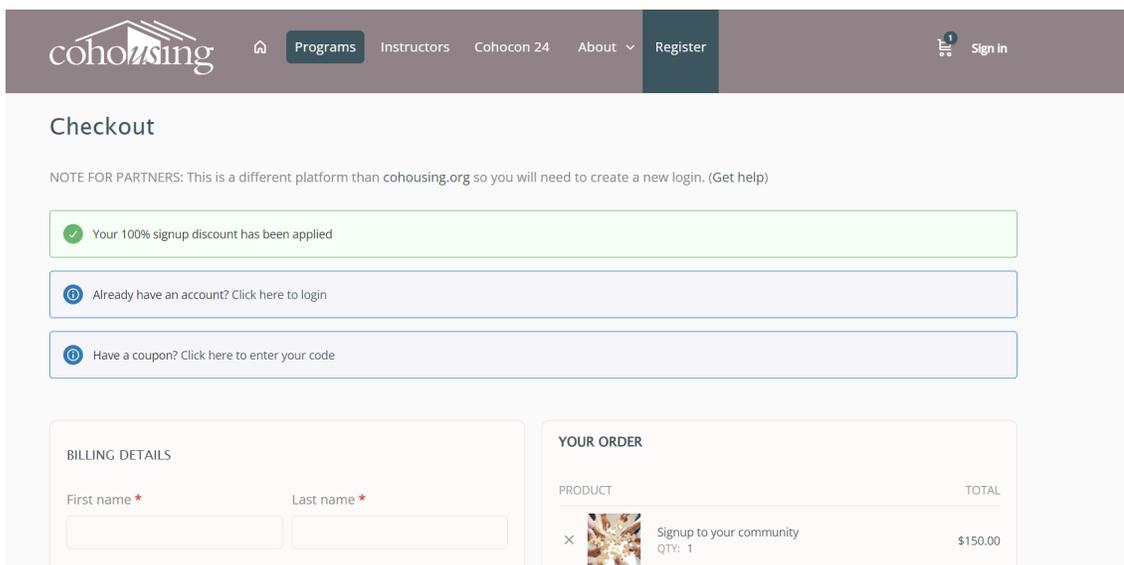
1. Ensure that your account is registered as an active member. To do this, log in to your account and click the avatar icon on the top right. This will bring up a drop-down menu, select **Dashboard**.

2. On your dashboard - **if you are registered as an active member** you should see a banner that says "Your member discounts are active" with information on what those benefits are.

3. If you see this banner - you are connected! Your discounts should apply automatically at checkout! If not, continue with this guide.

4. Enter **your community's unique registration link** in a new tab. Whoever paid your community's membership received a link, unique to their community that they were asked to share with their members. If you do not have this link, please reach out to us at cohousingassociationofus@gmail.com. Opening that link will take you to a page where you will be asked to "Signup to your community."

5. You will see a price of $150 with a $150 discount, bringing the total to $0. This is essentially because you are signing up as an "individual member" (i.e. an individual account holder that is eligible for membership benefits) who is a part of your community. The total is $0 because your membership is paid

through your community's membership fee rather than paying on your own as an individual.

6. Select **Place Order**.

7. Go back to your **dashboard** page and ensure that your membership discounts banner is now active. If it is not, please reach out to us.