

IRS EIN Notice • W-9 FORM • INSURANCE POLICY

The Folder you are currently in is a Public Folder accessible to the general public on our Website Home Page. The **IRS EIN Notice, W-9 & INSURANCE POLICY** are in a Secure Folder accessible to club members only.

HOW TO ACCESS THE SECURE FOLDER:

Go to the “**DACdb Login**” link in the Top Right-Hand corner of the Website Home Page. CLICK ON this link to go to the Login Page.

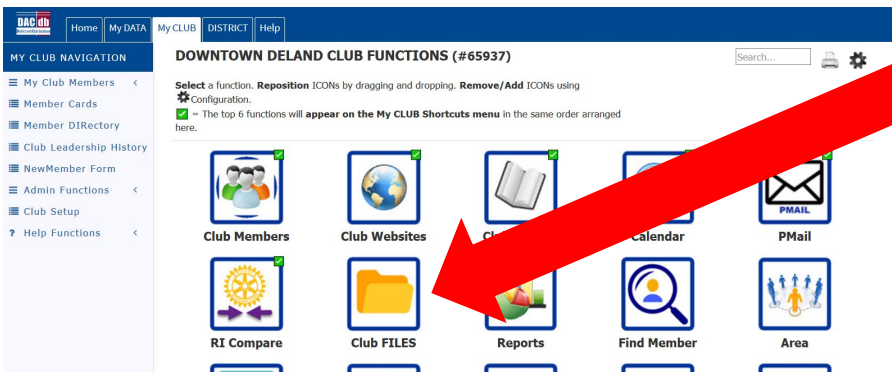
The Login Page requires you to input your USER NAME and PASSWORD. Your USER NAME is the **E-Mail Address** that we have on file for you. Your PASSWORD is your individual **R.I. Membership Number** (*if you do not know this number...e-mail me at the address below and I will send it to you*). Login will go to the DACdb Menu Page.

DACdb MENU PAGE:



CLICK ON “**My CLUB**” Tab.
This Tab opens the DOWNTOWN DELAND CLUB FUNCTIONS page.

DOWNTOWN DELAND CLUB FUNCTIONS PAGE:



1. Find the “**Club FILES**” Folder.
2. CLICK ON “**Club FILES**” Folder.
3. CLICK ON “**Secure Files**” Tab.
4. Files are now available for opening and downloading.

Contact me if you need your PASSWORD (R.I. Membership Number) or having a problem accessing these files.

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