



Instructions for Locals to access membership lists

STEP 1: Before you are granted access to your list, you must read, understand, sign, and return the [Policy](#) to general@acep-cape.ca.

STEP 2: Upon receipt of your signed document, you will receive an email notification directing you to the link required to access your list.

Note that lists are updated after the first weekend of every month after your initial request. You will receive a new link for the updated list on a monthly basis. This will continue for the duration of your term or until your access to the membership lists is removed.

Email Communications Guidelines

Prior to using your list, you are also requested to familiarize yourself with the [Local Email Communications Guidelines](#).

For any questions or guidance around lists please contact general@acep-cape.ca.