



UNITED GRAND LODGE
OF ENGLAND



SUPREME GRAND CHAPTER
OF ENGLAND

How to access the password to open the UGLE/SGC Annual Return

Step by Step Guide

Assessing the Password

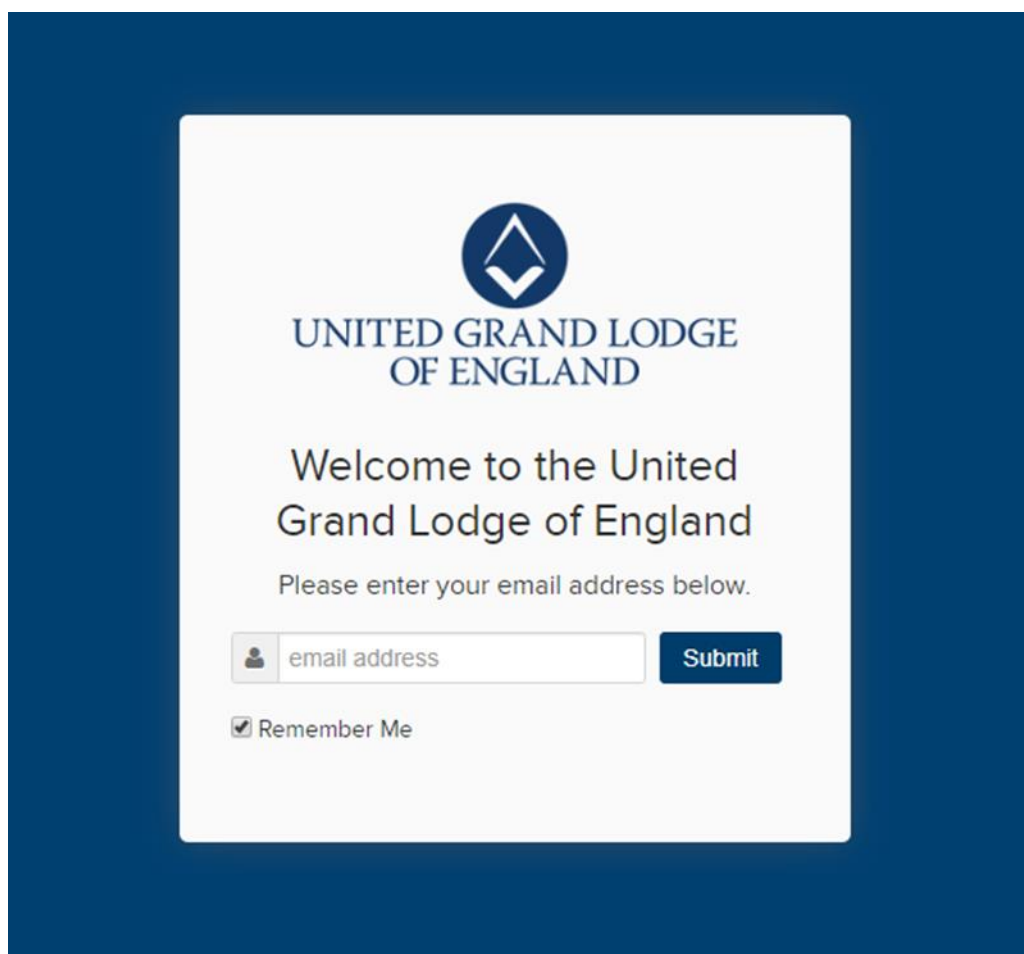
The UGLE/SGC Annual Return will, as usual, be emailed directly to you as and when it becomes due.

To open the received Annual Return you will now require a password. For security reasons the password is only available from the members website.

To access the password, complete the following steps:

Step 1 – Go to <http://members.ugle.org.uk>

You will be taken to the following screen.

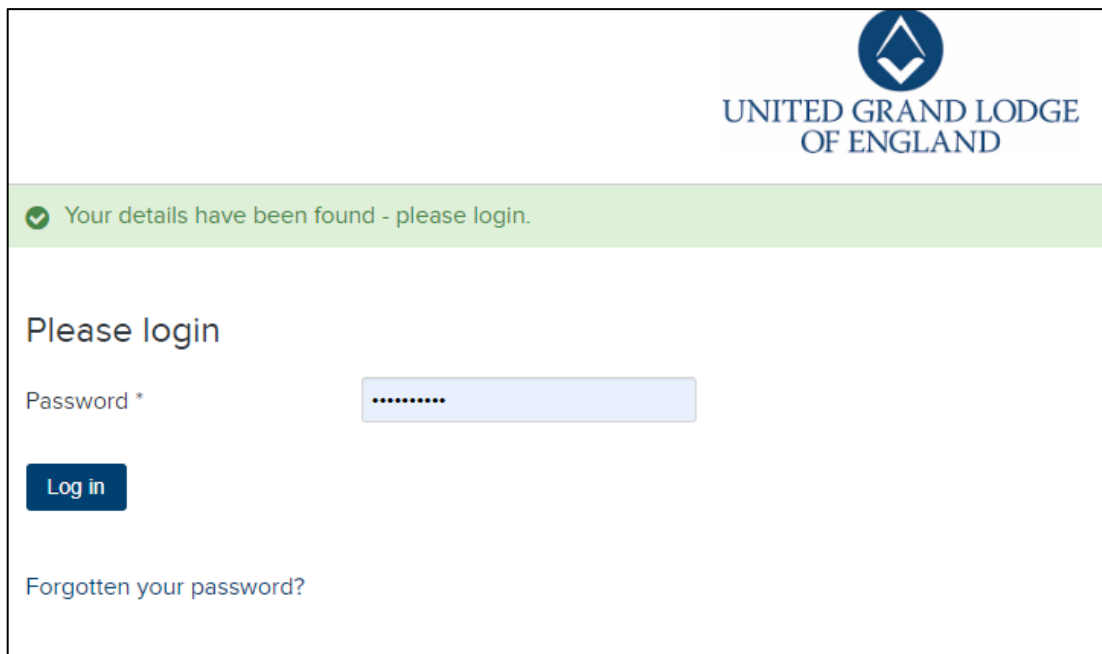
A screenshot of a web page with a dark blue background. In the center is a white rectangular box containing the United Grand Lodge of England logo (a blue circle with a white triangle and a book) at the top. Below the logo, the text "UNITED GRAND LODGE OF ENGLAND" is displayed in blue. Underneath, it says "Welcome to the United Grand Lodge of England" in black. Below that, it says "Please enter your email address below." in a smaller font. There is a text input field with a person icon on the left and the placeholder text "email address". To the right of the input field is a dark blue button with the word "Submit" in white. Below the input field is a checkbox with a checkmark and the text "Remember Me".

Enter your email address and click **Submit**.

NB: If the email address you type in is not recognised, you will be taken to another screen on the website which explains who is entitled to have access to the members website.

Step 2 - If your email address has been found you will be asked to enter your password. Enter it and then click **Log in**.

NB The password you enter to gain access to the members' website is not the same as the password required to open the Annual Return.



UNITED GRAND LODGE
OF ENGLAND

✔ Your details have been found - please login.

Please login

Password *


Log in

Forgotten your password?


If you are having difficulty in accessing the members' website then please send an email to memberswebsite@ugle.org.uk clearly stating your name, Lodge/Chapter number, Lodge/Chapter name and email address.

If you have forgotten your password please click on the words **“Forgotten your password?”**.

Step 3 - Once you have logged into the website you will see a welcome page headed "Welcome Bro [your surname]" along with a User Menu.

User Menu	Grand Lodge Papers
Grand Lodge Papers	This section contains the Papers of Business for Grand Lodge. Click here for the Papers of Business of Supreme Grand Chapter.
> Current Papers	A Quarterly Communication of Grand Lodge is held on the second Wednesday in March, June, September and December. The next will be held at noon on Wednesday 11 December 2019 . Doors will open at 11.15am and the Paper of business will be available to download closer to the meeting.
> Archive	A guide to assist you with your visit is available by clicking here .
> First Rising	The Annual Investiture of Grand Lodge is held on the final Wednesday of April. The next will be held on Wednesday 29th April 2020 . Please note that entry is by ticket only .
Supreme Grand Chapter Papers	All Brethren attending meetings are asked to leave their mobile telephones in their cases and not to take them into the Grand Temple. Despite frequent requests, such devices regularly interrupt proceedings to the irritation of all present.
> Current Papers	Access to this website is currently restricted to Brethren entitled under Rule 47 of the Book of Constitutions to receive the papers of business of Grand Lodge. If you are a Lodge Secretary and wish to forward the papers to other members of your Lodge, you should download them and send them using your normal method of email distribution. Do not circulate or share the address of this website, as not all Brethren are entitled to have access. Papers may be distributed to all Brethren who are Master Masons and above.
> Archive	<i>You will need PDF reading software such as the free Adobe Reader to open these documents. Many computers have this software installed automatically, but if you are having problems opening the documents, click here to download and install Adobe Reader.</i>
Secretaries and Scribes E	 Current Papers (UGLE)
Social Media Guidelines	
Masonic Year Book 2019-2020	
Directory of Lodges and Chapters 2019	
Your Details	
Feedback	
Change your password	
Logout	

Step 4 - From the User Menu click on the heading "Secretaries and Scribes E".

User Menu	Grand Lodge Papers
Grand Lodge Papers	This section contains the Papers of Business for Grand Lodge. Click here for the Papers of Business of Supreme Grand Chapter.
> Current Papers	A Quarterly Communication of Grand Lodge is held on the second Wednesday in March, June, September and December. The next will be held at noon on Wednesday 11 December 2019 . Doors will open at 11.15am and the Paper of business will be available to download closer to the meeting.
> Archive	A guide to assist you with your visit is available by clicking here .
> First Rising	The Annual Investiture of Grand Lodge is held on the final Wednesday of April. The next will be held on Wednesday 29th April 2020 . Please note that entry is by ticket only .
Supreme Grand Chapter Papers	All Brethren attending meetings are asked to leave their mobile telephones in their cases and not to take them into the Grand Temple. Despite frequent requests, such devices regularly interrupt proceedings to the irritation of all present.
> Current Papers	Access to this website is currently restricted to Brethren entitled under Rule 47 of the Book of Constitutions to receive the papers of business of Grand Lodge. If you are a Lodge Secretary and wish to forward the papers to other members of your Lodge, you should download them and send them using your normal method of email distribution. Do not circulate or share the address of this website, as not all Brethren are entitled to have access. Papers may be distributed to all Brethren who are Master Masons and above.
> Archive	<i>You will need PDF reading software such as the free Adobe Reader to open these documents. Many computers have this software installed automatically, but if you are having problems opening the documents, click here to download and install Adobe Reader.</i>
Secretaries and Scribes E	 Current Papers (UGLE)
Social Media Guidelines	
Masonic Year Book 2019-2020	
Directory of Lodges and Chapters 2019	
Your Details	
Feedback	
Change your password	
Logout	

Step 5 - The section on the right will update to display documents for Lodge Secretaries and Scribes E to download.

Locate the file named "**Password for the PDF version of the Annual Return**" as shown below.

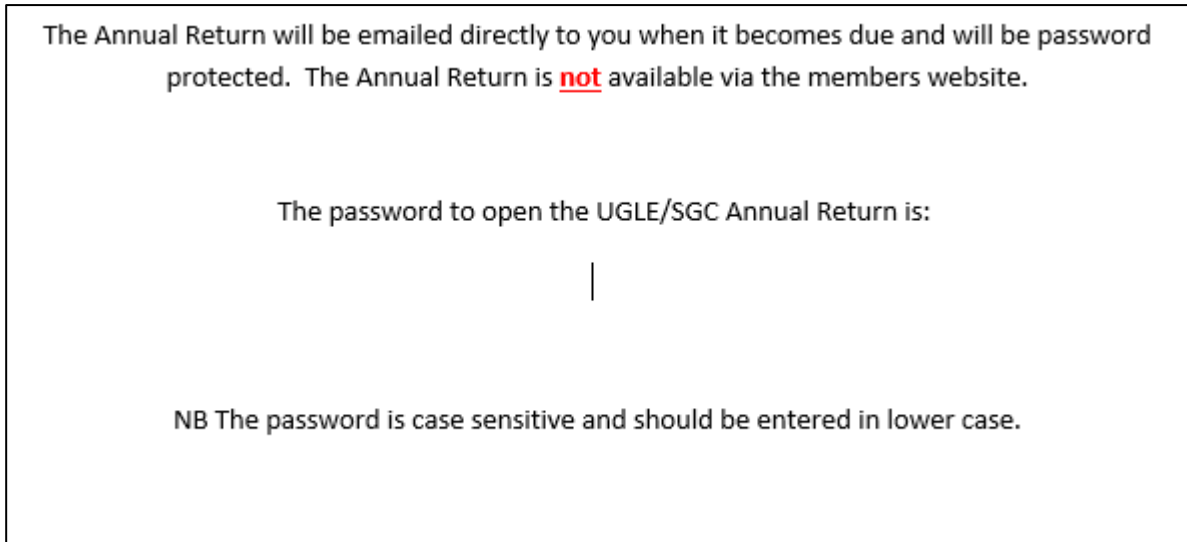
The screenshot shows a user interface with a 'User Menu' on the left and a list of documents on the right. The 'User Menu' includes options like 'Grand Lodge Papers', 'Secretaries and Scribes E', and 'Logout'. The right side is titled 'Secretaries and Scribes E' and contains a list of documents. The document 'Password for the PDF version of the Annual Return' is highlighted with a green oval. Other documents include 'Guidance notes for Proposer, Seconder and candidate for initiation', 'Data Protection Notice', 'Royal Arch Provincial Letter of Instruction 2020', 'Craft Provincial Letter of Instruction 2020', 'Met and Prov Chapters - Royal Arch Notification of 2020 Dues and Fees', and 'Met & Prov Lodges - Notification of 2020 Craft Dues and Fees for Treasurer'.

Document Name	Format	Size	Downloads	Status	Date
Guidance notes for Proposer, Seconder and candidate for initiation	pdf	353 KB	327	Published Popular	05 Dec 2019
Data Protection Notice	pdf	226 KB	214	Published Popular	05 Dec 2019
Royal Arch Provincial Letter of Instruction 2020	pdf	714 KB	1351	Published Popular	21 Nov 2019
Craft Provincial Letter of Instruction 2020	pdf	654 KB	2374	Published Popular	21 Nov 2019
Password for the PDF version of the Annual Return	pdf	298 KB	7903	Published Popular	14 Nov 2019
Met and Prov Chapters - Royal Arch Notification of 2020 Dues and Fees	pdf	447 KB	864	Published Popular	12 Nov 2019
Met & Prov Lodges - Notification of 2020 Craft Dues and Fees for Treasurer	pdf	108 KB	1414	Published Popular	12 Nov 2019

Click on the file name. The file will open.

NB Depending on your computer settings, you may be asked whether you wish to open the file. Open it.

Step 6 - Once the file is open, you will see the following document containing the password.



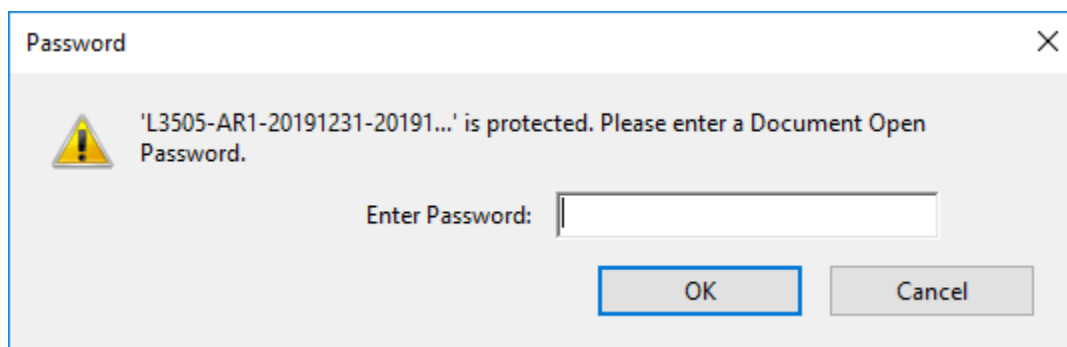
For security reasons the password has been removed from the screenshot above.

NB If you forward the Annual Return to your Lodge Treasurer or he is copied into the email sent by UGLE/SGC then please advise him of the password you see in step 6. Without it he cannot open the Annual Return.

Open Annual Return

Step 7 – When you receive the email from UGLE/SGC with the Annual Return attached, click on the attached file.

You will be presented with a pop up box. It will display your Lodge/Chapter number as shown below.



You will be asked to enter a password. The password is case sensitive and should be entered all in lowercase.

Please enter the password you have obtained in Step 6 and then click OK.

The Annual Return will now open.

NB If you find that you cannot access the Annual Return or it has been corrupted then please let us know by emailing registration@ugle.org.uk quoting your Lodge/Chapter number and request a hard copy.