

SEATTLE TIMES DIGITAL ACCESS TUTORIALS

A step-by-step guide for subscribers to create and use a digital account for seattletimes.com, mobile apps and Print Replica.

Every print subscription includes unlimited digital access, but to take advantage of it, you must create a free digital account for your existing subscription. In just a few steps, these tutorials will guide you through the process of creating and using your digital account. You can also view the tutorials online by clicking the following link or typing it into your browser: <https://www.seattletimes.com/digital-access-tutorials>.

HOW TO USE THESE TUTORIALS

- You will need to have access to the internet to open the Seattle Times pages referenced in the tutorials.
- To open the web pages, you can click on the blue underlined text or manually type the web address into your browser tab.
- It's easier to follow the tutorial if you open the web pages in a new tab in your web browser so you can toggle between tabs to reference the instructions.

If you need more help, please call customer service at 206.624.7323 or 888.624.7323.

WHAT IS A DIGITAL ACCOUNT AND WHY DO I WANT ONE?

A digital account gives you unlimited access to all Seattle Times digital products. This allows you to read unlimited articles on seattletimes.com and gives you access to [Print Replica for iPad and Android tablet](#), an exact digital copy of the printed paper to read, download or print as a PDF. You can also use your digital account to log in to our [mobile apps](#).



With a digital account, you can also manage your subscription online: pay your bill, schedule a delivery hold, report a missing paper and more.

A digital account is included with all print subscriptions.

WHERE DO I START?

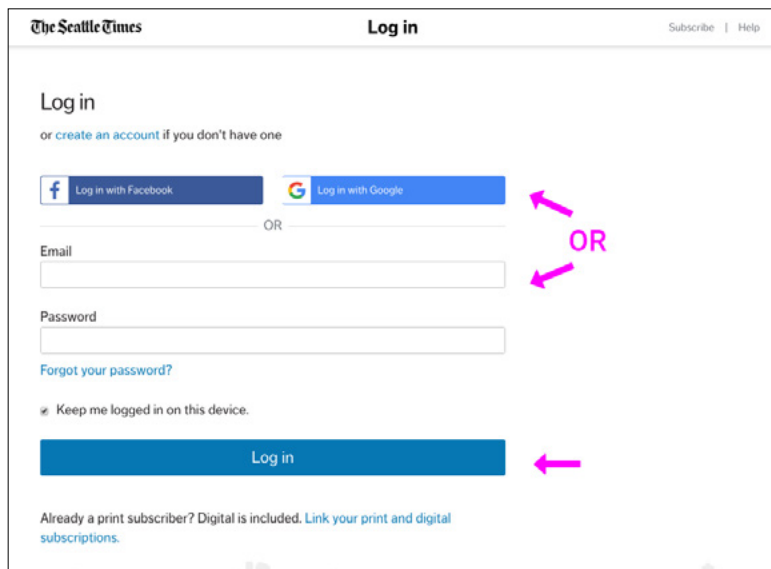
- If you have an email address associated with a Seattle Times subscription, you may already have a digital subscriber account and just need to log in. Start with the tutorial [“How to log into your digital account”](#) on page 3.
- If you know you already have a digital subscriber account, but don’t remember your password or never created one, try the tutorial [“How to create a new password”](#) on page 4.
- If you are a print subscriber who does not have a digital subscriber account, the tutorial [“How to create a new digital subscriber account”](#) on page 6 will help you create one.
- If you are able to log in, but the system does not recognize you as a subscriber, you may need to link your print and digital accounts. Go to

If you need more help, please call customer service at 206.624.7323 or 888.624.7323.

HOW TO LOG IN TO MY DIGITAL ACCOUNT

If you already have a digital account, you can access the login screen by clicking “Log in” on the top right of the seattletimes.com homepage or by clicking on the hotlink in this tutorial (shown in blue underlined text). Follow these steps to log in:

Step 1: Go to the [Log in](https://secure.seattletimes.com/accountcenter) page on the Seattle Times website. (<https://secure.seattletimes.com/accountcenter>)



TIP: If you happen to be logged in already, the log in link will open your “Manage My Account” page.

Log in page

Step 2: Enter the email and password associated with your account and click the blue “Log in” button.

If you would like to skip this step the next time, and be automatically logged into seattletimes.com when you visit our site, check the box titled “Keep me logged in on this device.”

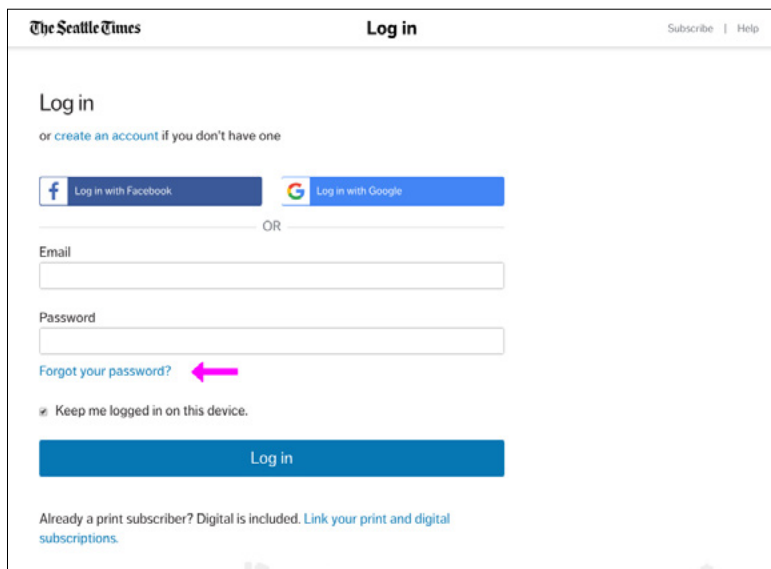
You’re done! You should now be logged into and able to enjoy full digital access to seattletimes.com, [mobile apps](#), and [Print Replica for iPad and Android tablet](#).

HOW TO CREATE A NEW PASSWORD

If you forgot your password or need to create one for the first time, follow these steps using the email associated with your Seattle Times account.

If you need to create a digital account from scratch (you may have originally signed up over the phone, mail etc.), go to the tutorial to [How to create a new digital subscriber account](#) on page 6.

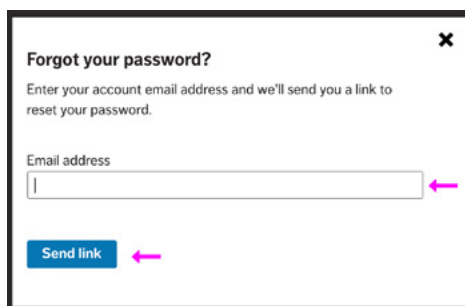
Step 1. Go to the [Log in](#) page on the Seattle Times website (<https://secure.seattletimes.com/accountcenter>)



Step 2. Select “Forgot your password?” under the password field.

Image: Step 1 - Log in page

Step 3. Enter the email address associated with your account and click on the blue “Send Link” button.



This will send you an email with a link to reset your password.

Image: Step 3 - Forgot password pop-up

Continue to next page for Step 4

Step 4. Open your email and select the message with the subject line “Reset your password,” then click on the link in the message. This will take you to a Seattle Times page to create a new password.

Step 5. Enter your new password. Then, enter it again in the “Confirm new password” field and select the “Reset my password” button.

The Seattle Times

MY ACCOUNT Log in | Help

Create a new password

If you have forgotten your password, you must create a new one.

New password

Your password must be at least 6 characters and is case-sensitive.

Confirm new password

[Reset my password](#)

TIP: Your password needs to be at least 6 characters and is case-sensitive.

Image: Step 4 – Create a new password page

A new page will appear to confirm the password change.

Step 6. Click the blue “Continue” button to exit this screen.

The Seattle Times

MY ACCOUNT Log in | Help

Your password has been changed

You have successfully changed your password.

Click the button below to return to the page you were previously viewing.

[Continue](#)

Image: Step 5 – New password confirmation

You’re done! This is your password for seattletimes.com, [mobile apps](#), and [Print Replica for iPad and Android tablet](#) so be sure to keep it somewhere you’ll remember it.

HOW TO CREATE A NEW DIGITAL SUBSCRIBER ACCOUNT

If you are a print subscriber who has never used our online services, you will need to create a digital account that links to your print subscription. This also applies if you log in to the Seattle Times website, but are not recognized as a subscriber.

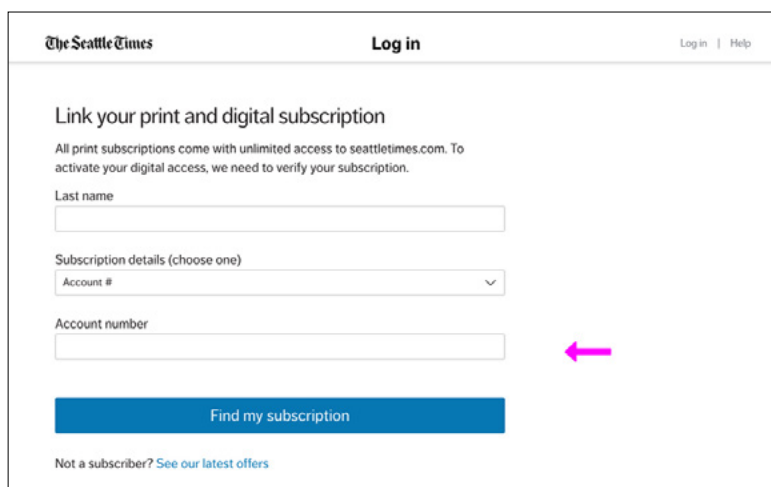
This tutorial will get you set up so you can read unlimited articles on our website, manage your account online, and more.

Step 1. Go to <https://secure.seattletimes.com/accountcenter/linksubscription>. This will open the “Link your print and digital subscription” page on the Seattle Times website.

NOTE: If you get a message that “Your account is already associated with a subscription...” yet you are having issues being recognized as a subscriber, please call customer service at 206.624.7323 or 888.624.7323.

Step 2. Find your subscription online.

- Enter your last name
- Enter your Seattle Times account number (which appears on your bill) and go to Step 5
- If you don't have your account number, continue to Step 3



TIP: You can also find a link to this page at the bottom of the “Log in” page below the blue “Log in” button (not shown here).

Image: Step 2 – Log in page

Continue to next page for Step 3

Step 3. Select the down arrow in the “Subscription details” text field to display options to find your subscription. You may search by last name, ZIP code and phone number, or ZIP code and house number.

Image: Step 3 – “Link your print and digital subscription” page

Step 4. Select the search criteria you would like to use and enter that information in the text fields.

Step 5. Select the blue button “Find my subscription.”
This will open the page “Create a digital account for this subscription.”

Step 6. Now you’re ready to create a digital account. First, confirm that your subscriber account is correct.

Image: Step 6 – “Create a digital account” page

Continue to next page for Step 7

Step 7. Fill out the form with your email address, or click on the buttons to use your social media account, and follow these steps:

- If you use the email form, select the blue “Submit” button and you’re done!
- If you use social media to log in, continue to Step 8 to confirm your account.
- If you already have a digital account, click Log in below the headline to log in with your Seattle Times email and password to finish the linking account process.

Step 8. Confirm your account by clicking on the blue “Link your accounts” button.

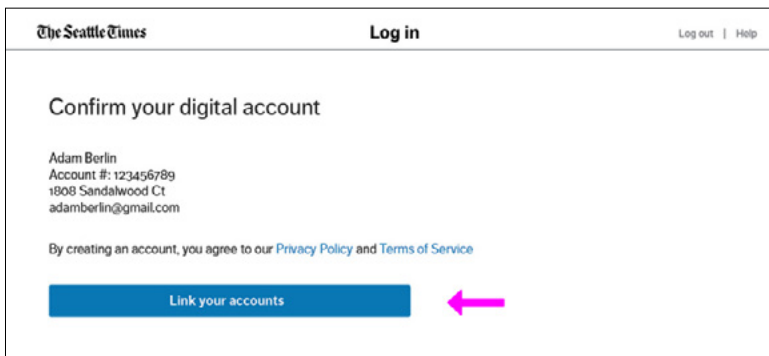


Image: Step 8 – “Confirm your digital account” page

Success! You will see a page that confirms your digital account is active.

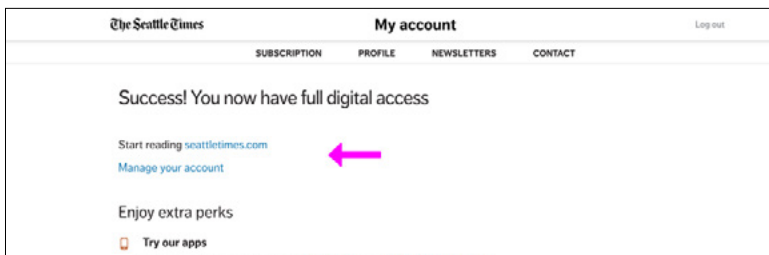


Image: Success page

You can now log in with unlimited access to our digital products: seattletimes.com, [mobile apps](#), and [Print Replica for iPad and Android tablet](#). **Enjoy!**