

# How to: Log into VAN with ActionID

**ActionID** is your login credential that consists of your email address and a password. It can be linked to one or more user accounts, which provide you access to databases.

You might have more than one user account if you volunteer for multiple campaigns or consult for several campaigns and organizations. If you have more than one user account, your **ActionID** can be linked to all of them. With **ActionID**, you only need to remember one password, which you can reset yourself; and you don't need to remember usernames, just your email address.

Additionally, different user accounts may be on different sites - VoteBuilder, SmartVAN, etc. If some of your user accounts are on the same site, you can easily switch from one user account to another within that site. However, if your user accounts are on different sites, you will still need to go to the relevant site to be able to log into each user account. To confirm where you should log in for each organization, be sure to bookmark the web address provided in your login email.

**ActionID** can also be used to log into **MiniVAN** or **Open Virtual Phone Bank** so you can canvass or make calls without a "full" user account. This kind of access is still provided by the campaign or organization you're volunteering for in the form of a canvass list number or a phone bank code.

## Using your login invitation

When you receive your login invitation, make note of the web address (URL) provided for future login, and **Accept Invitation**.

To join, click the link below. This link will expire in 48 hours

Accept Invitation

To easily log in later, save this URL:  
<https://demo.trainingvan.com>

If you are required to use Two-Factor Authentication (2FA), you will see a note indicating that.

## You've been invited to join Massachusetts Democratic Party on Votebuilder Massachusetts!

To join, accept the invitation below. This link will expire in 48 hours.

You must set up two-factor authentication to log into your account.

Accept Invitation

To easily log in later, save this URL:

<https://www.votebuilder.com>

The linked button will direct you to one of two possible screens, the login page or an already logged in message.

If you land on the login page, you can either log in with an existing **ActionID** or create a new one.



Log In

Create Account

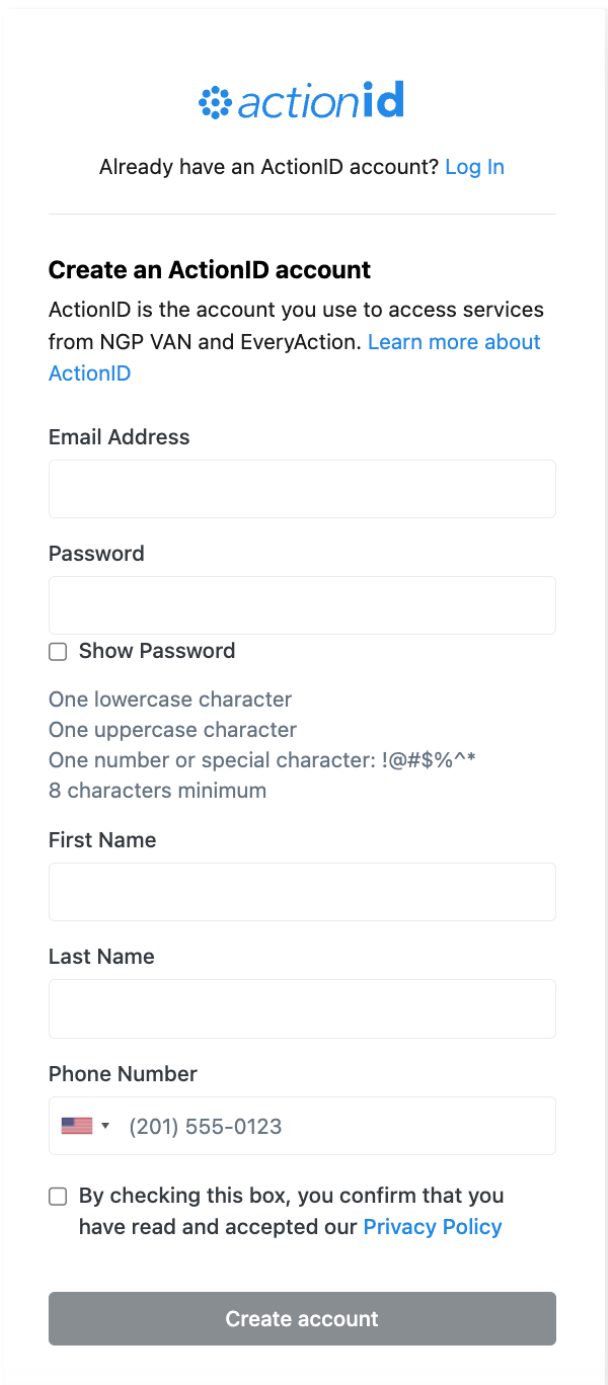
Email

Password


Don't remember your password?

Log In

If you choose to create a new one, you'll enter your email and choose a password and add your name and phone number.



The screenshot shows the ActionID account creation page. At the top is the ActionID logo. Below it is a link for existing users to log in. The main heading is "Create an ActionID account", followed by a brief description of the account's purpose and a link to learn more. The form includes fields for Email Address, Password, First Name, Last Name, and Phone Number. The password field has a "Show Password" checkbox and a list of requirements: one lowercase character, one uppercase character, one number or special character (!@#\$\$%^\*), and a minimum of 8 characters. The phone number field includes a country code dropdown (currently set to the US) and a text input showing "(201) 555-0123". At the bottom, there is a checkbox for accepting the Privacy Policy and a "Create account" button.



Already have an ActionID account? [Log In](#)

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**Create an ActionID account**

ActionID is the account you use to access services from NGP VAN and EveryAction. [Learn more about ActionID](#)

Email Address

Password


Show Password

One lowercase character  
One uppercase character  
One number or special character: !@#\$\$%^\*  
8 characters minimum

First Name

Last Name


Phone Number


 (201) 555-0123

By checking this box, you confirm that you have read and accepted our [Privacy Policy](#)

Next, you will see a notification that a verification email has been sent. Remember to click the link in that email to avoid issues with accessing VAN later. You will also see an option to set up 2FA. This is always a good idea, and you can check your welcome email to see if your administrator has required it for your account.

**🔒 Add an extra layer of security**  
Protect your ActionID account with two-factor authentication to confirm that it's you logging in.

 **Authentication app** Recommended [Set up authentication app](#)  
You'll receive a security code from a third-party authentication app.  
*Which authentication app should I use?*

 **Text Message** [Set up text message](#)  
You'll receive a text message with a security code. Message rates may apply.

[Skip & continue to login](#)

If you already have an **ActionID**, you will be prompted to link your new user account.

**ActionID SignUp**


**Already Logged In**  
You are currently logged in as **leek34**. Would you like to link **mleek** to your ActionID?

[Link to ActionID](#)

Once you complete one of these workflows, you will see a message indicating that your **ActionID** has been connected to your user account. Click **Done** to be directed to your home page.

**Accounts Connected**

Your VAN Account was successfully connected to your ActionID!

 **VAN**  
Connected

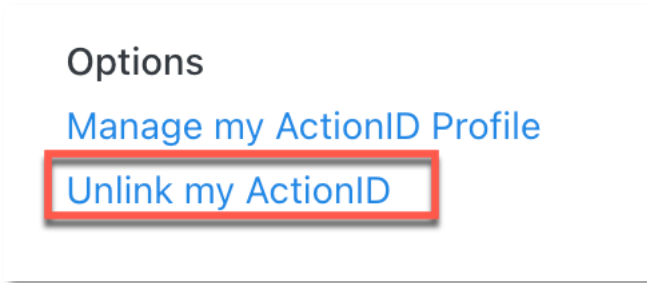
Use your ActionID email and password when you log in to this site.

[Done](#)

# Changing ActionID emails

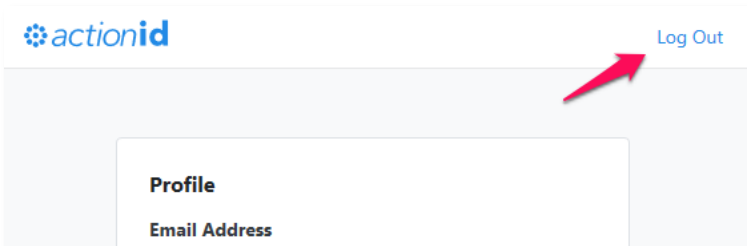
Keep in mind that changing your own **ActionID** email address must be done while logged into your **ActionID**.

Go to the website where you usually log in, and log in using your **ActionID**. Click your name (top right) > **Manage Profile** > **Unlink my ActionID**.

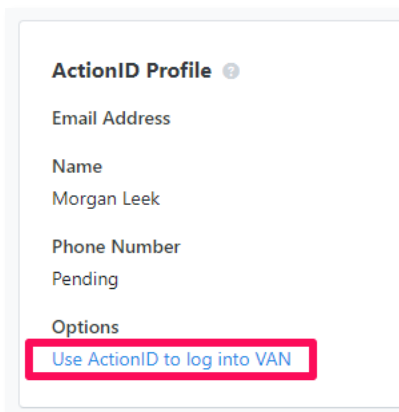


You will see a prompt asking you to confirm your action. Click **Ok** and the page will refresh. At this point you are still logged into the system under your user account.

Keeping VAN there, open a new tab in your browser and go to [myaccount.ngpvan.com](https://myaccount.ngpvan.com) > **Log out** (top right). Then close out of that tab. If you do not take this step, the rest of the process will just relink your old **ActionID** to your user account again.



Next, on the original VAN page you kept open, select **Use ActionID to log into VAN**.



You will land on the login page, where you can **Create ActionID account**. Once you've created your new **ActionID**, you will see a message indicating that your **ActionID** has been connected to your user account. Click **Done** to be directed to your home page.

Repeat these steps for each user account that you have.

Alternatively, your administrator(s) can **Unlink ActionID** from the **More** menu when viewing your user details and then **Resend ActionID Invitation** using the new email address you want to use. Before you use the link in the email, be sure to go to [myaccount.ngpvan.com](https://myaccount.ngpvan.com) and **Log out** of your old **ActionID** account - otherwise, the invite will just relink your old **ActionID** to your user account again. When you receive the invitation, you'll use the button to log in and create a new **ActionID**.

## Creating an ActionID

You can create an **ActionID** using the link in your **ActionID** invitation and following the login process described above, or by going to [myaccount.ngpvan.com](https://myaccount.ngpvan.com). However, going to the accounts page will not provide you with access to VAN - you will still need a user account provided by a campaign or organization that already uses VAN.

Canvassers can also create an **ActionID** directly from the mobile canvassing app, **MiniVAN**, which is available for download on their iPhone or Android (for a full list of compatible devices, see the relevant app stores). They will need a list number provided by a campaign or organization to begin canvassing.

Additionally, phone bank volunteers can create an **ActionID** from <https://www.openvpb.com>. They will need a **Virtual Phone Bank** code provided by a campaign or organization to begin making calls.