



FaB Milwaukee Registration Process Overview & Hints - Registration is FREE!

Step 1: Select your member type

We currently offer two types of member registrations: **Company/Organization and Individual**. You are encouraged to register your Co/Org and to register yourself as an individual member. Each includes an online profile. Registered profiles are central to the FaB network and provide the means for your peers, suppliers and customers to find your products and professional services, and vice versa. Individual registration is required to participate on, or to form, an online group space for project or community work or for shared interests and actions.

Please note:

- You determine how public or private your individual profile content is to the membership. A Co/Org also has flexibility on profile content visibility.
- **IMPORTANT CO/ORG MAIN CONTACT:** Co/Org registration requires you select a main contact to maintain your company profile. Your main contact is also encouraged to register as an individual member. At any time you can change your main contact. While the main contact's name will not appear in the public profile, you have the option to make their associated email address public. A good practice is to use an alias "info" address, such as, info@company.com.

Role of main contact:

1. Manage and maintain co/org profile.
 2. Invite co-workers, as sub-accounts, to join FaB Milwaukee
 3. Determine if a Co/Org Group page is desired
- Both you as an individual member or as a Co /Org main contact have 24/7 access to the site to change, update or add information or settings.

Step 2: Select your Username and enter your co/organization; OR, your name if registering as an individual

- Please ensure your username contains only letters and/or numbers with no special characters or spaces. You may also enter a valid email address. Example: 'smith123' or 'smith123@yourdomain.com'

Step 3: Select your password and complete the Co/Org; OR, individual registration form

- Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)
- **APPROVAL:** All Co/Org registrations are reviewed and approved within 24-48 hours. Individual registrations are automatically approved.

Step 4: Update your profile anytime 24:7 / Upload a logo or photo

- This can be done from the homepage using the "Sign In" located in the upper right-hand corner of the screen, or "sign-in" is available from any secondary page on the site.
- From here, click on "Profile Home" under "My Profile." To upload your logo/photo -- simply hover your mouse over the building or head image.
- Under "Manage Profile" you can edit your bio and privacy settings (click on the small icons at front of profile fields to change privacy of bio info); indicate your notification preferences and review the other features available to maximize your co/org/ind profile.
- Co/Org can use the "Invite Sub-Accounts" to extend invitations to your team to join FaB. Note: If an employee joins as an individual, the FaB staff will attach them to their registered co/org.