



## Business Partner Member

# Website Manual

- Update Your Company Profile for our Website and Business Partner (Print) Directory
- Sign Up for Discounted or Members-Only Events
  - Register Additional Staff Member Profiles
  - Review Open Invoices, Submit Payments, Print Receipts
- Access Mass-ALA Resources & Network Contacts

465 WAVERLEY OAKS ROAD, SUITE 415, WALTHAM, MA 02452  
EDUCATE. ENGAGE. ADVOCATE >> [WWW.MASS-ALA.ORG](http://WWW.MASS-ALA.ORG)





## Login & General Navigation


Login by visiting [mass-ala.org](http://mass-ala.org) and clicking 'Member Login' at the top of the page. Enter the username and password that has been emailed to you by a Mass-ALA staff member. **Need your login? Email [massala@mass-ala.org](mailto:massala@mass-ala.org).**

- You are now logged into the Member Portal.
- Utilize the quick links on this page & menu to access various resources.
- **Click on links in the right-side menu to edit your company information** or member profile (Profile Home/Public Profile), view **members-only announcements and resources**, and view **upcoming events**.
- **Click on links in the top menu to search for colleagues** and contacts in the network. You must be logged in to view all network contacts.

[Members Only Portal](#) | [Events](#) | [Search For a Business Partner](#) | [Assisted Living Residences Search](#) | [Career Center](#)

**MEMBERS ONLY PORTAL**

Filter news by category:  RSS



Here you will be able to access members only information and documents.

**MEMBERS ONLY**

**Monday, April 1, 2024**  
**HELPLINE!** »  
 \*Member-Only Benefit\* \*MEMBER-ONLY BENEFIT\* If you have a resident care question, call us...

**Thursday, January 8, 2026** (0 Comments - view/add)  
**Welcome New Independent Living Members!** »  
 We are eager to connect, learn from one another, and build a strong, engaged community focused on advocacy, education, and...

**My Profile**

- [My Feed](#)
- [Profile Home](#)
- [Public Profile](#)
- [Manage Profile](#)
- [Groups](#)
- [Messages](#)
- [Membership Info](#)

**MEMBERS ONLY PORTAL** more

- 4/1/2024  
[HELPLINE!](#)
- 1/8/2026  
[Welcome New Independent Living Members!](#)
- 12/8/2025  
[Present with Mass-ALA in 2026](#)
- 12/31/2024  
[State Contacts, Forms and Regulations](#)

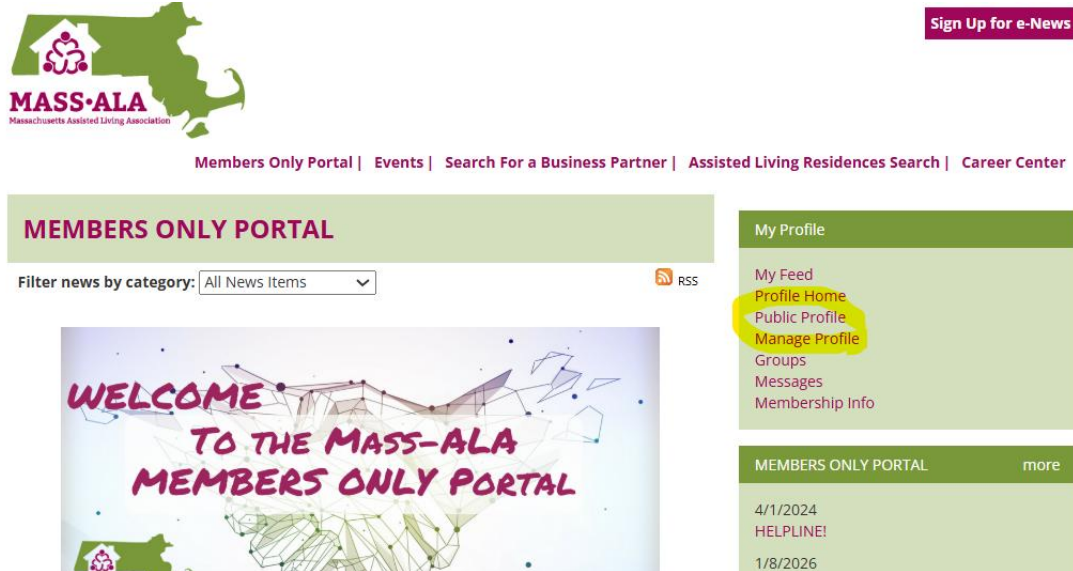
**EVENTS CALENDAR** more

- 1/22/2026  
[NCCDP: Certified Alzheimer's and Dementia Care Trainer \(CADDCT\) Train-the-Trainer Virtual Course](#)

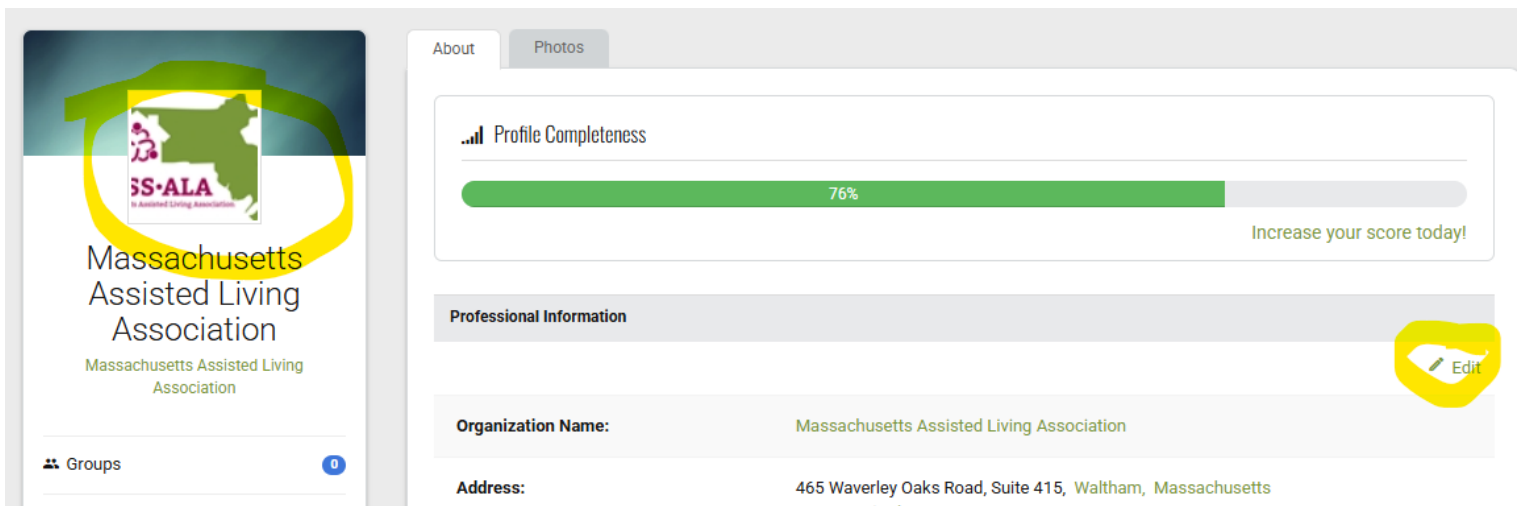


## Update Your Company Profile for Website and/or Print Business Partner Directory

- Click on 'Public Profile' on the right-side menu in the Member Portal.

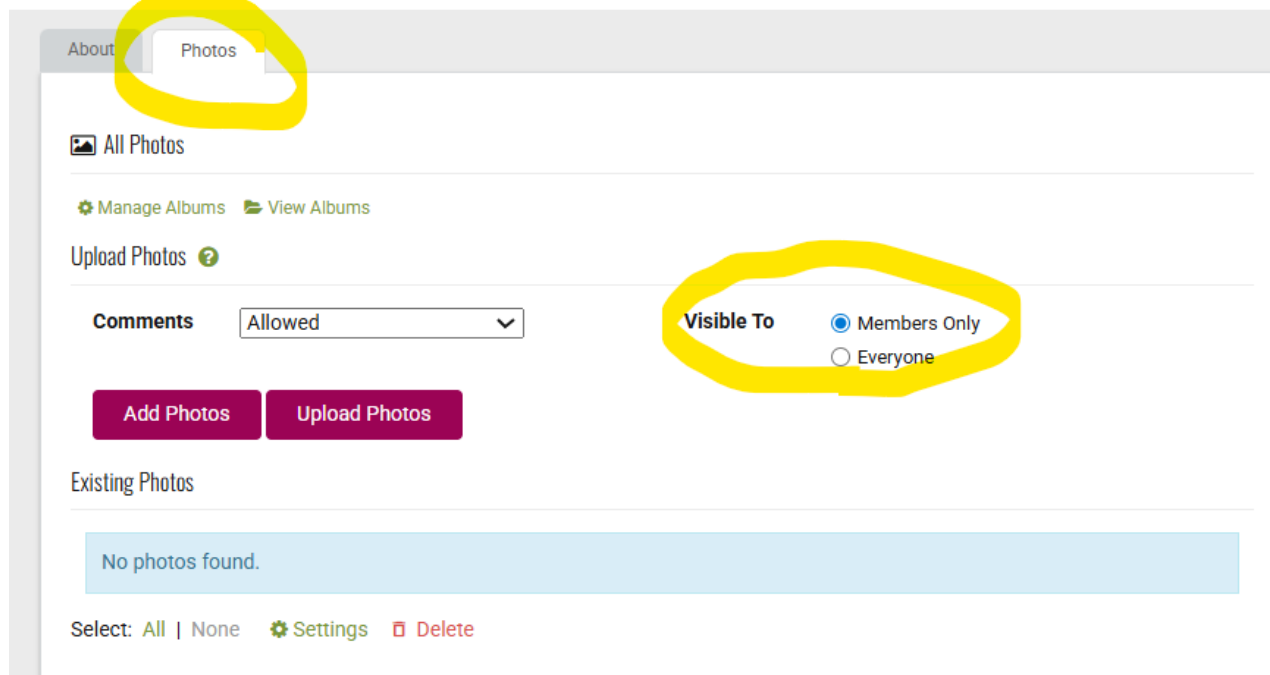


- To edit your **COMPANY LOGO/PICTURE** (main image featured), click directly on the logo/picture.
- To edit your **COMPANY INFORMATION or DESCRIPTION**, click the edit button above the information you want to edit.



- To add **ADDITIONAL PHOTOS, BROCHURES, FLYERS, or other materials**, click into the 'Photos' tab, then upload. Make sure to mark it as visible for

'Everyone' so it is available to all consumers and clients.





## Sign Up for Discounted or Members-only Events

- After logging in, **click 'Events'** to navigate to see all our upcoming training and event opportunities.
- Click on the event you are interested in, **then click 'Register'**.
  - **For members-only events**, you will now be able to complete your registration.
  - **For discounted training or events (including exhibiting opportunities)**, you will see the discounted pricing at checkout.



[Members Only Portal](#) | [Events](#) | [Search For a Business Partner](#) | [Assist](#)

### Mass-ALA Events Calendar

All Categories

Upcoming Past Month View

RSS

**Below you will find a list of our Educational events.**

**For member pricing, make sure to login to your account.**

- If you have any questions or **need assistance**, contact us at [Massala@mass-ala.org](mailto:Massala@mass-ala.org) or call, 781.622.5999 x100.

**We look forward to seeing you!**

- You can also click the name of the event you are interested in when visiting the Member Portal (on the right-side menu).



## Register Additional Staff Member Profiles

NOTE: Members are allocated a certain number of additional accounts (sub-accounts) so their staff can better access Mass-ALA resources, sign up for members-only events and discounted trainings, and participate in the network.

These accounts **do not have access** to your community's main account, but the main account holder has access to manage, log into, and activate/deactivate their staff sub-accounts.

- Navigate to the main Member Portal page, then **click 'Manage Profile'** on the menu to the right.

[Members Only Portal](#) | [Events](#) | [Search For a Business Partner](#) | [Assisted Living Residences Search](#) | [Career Center](#)

- **Click 'Information and Settings'** on the left menu, then **click 'Sub-accounts'** at the small menu towards the top of the page.

- On this page, you can review and manage all your existing sub-accounts. You can add new sub-accounts directly, or invite staff members to join via a shareable link.

**NOTE:** Please review your subaccounts regularly to manage access.



## Review Open Invoices, Submit Payments, Print Receipts

- Navigate to the main Member Portal page, then click 'Manage Profile' on the menu to the right.

[Members Only Portal](#) | [Events](#) | [Search For a Business Partner](#) | [Assisted Living Residences Search](#) | [Career Center](#)

**MEMBERS ONLY PORTAL**

Filter news by category: MEMBERS ONLY

WELCOME TO THE MASS-ALA MEMBERS ONLY PORTAL

My Profile

- My Feed
- Profile Home
- Public Profile
- Manage Profile
- Groups
- Messages
- Membership Info

MEMBERS ONLY PORTAL more

4/1/2024

- Click 'Payments & History' on the left menu. Here you will see all OPEN (unpaid) invoices. You can use the filter tool to view past paid invoices, cancelled invoices, etc. Here you can submit payments or print copies. Here you can also use the small menu towards the top of the page to view all community event registrations, and your membership dues history.

Profile

Information & Settings

**Payments & History**

Content & Features

Professional Development

**Invoices** | Event Registrations | Membership | Donation History

Filter by status: Open

Store & Events

There are currently no invoices of this type and status.

Pay Selected Invoices



## Access Mass-ALA Resources & Network Contacts

The Member Portal provides quick access to additional resources, announcements, and access to network contacts.

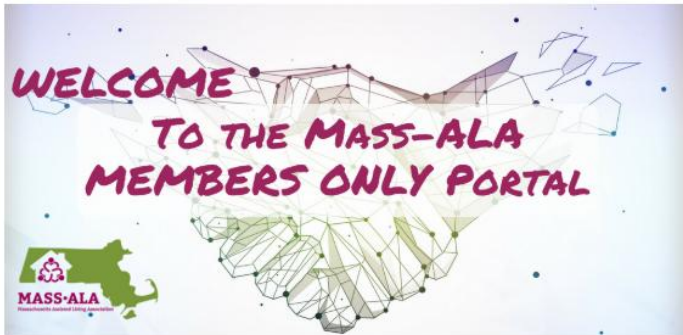
- View a scrolling list of resources and announcements for members on the main page and on the right menu. Click the links to review important members-only information!
- You can also quickly access upcoming Events on the right menu.

[Members Only Portal](#) | [Events](#) | [Search For a Business Partner](#) | [Assisted Living Residences Search](#) | [Career Center](#)

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### MEMBERS ONLY PORTAL

Filter news by category: MEMBERS ONLY ▼ RSS



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My Profile

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MEMBERS ONLY

**Monday, April 1, 2024**  
HELPLINE! »  
\*Member-Only Benefit\* \*MEMBER-ONLY BENEFIT\* If you have a resident care question, call us...

**Monday, December 8, 2025** (0 Comments - view/add)  
Present with Mass-ALA in 2026 »  
Mass-ALA is always looking for high-quality programming and engaging speakers for our events. We invite you to submi...

**Monday, December 1, 2025** (0 Comments - view/add)  
Renewal Coming Jan 1, 2026 ...

MEMBERS ONLY PORTAL more

- 4/1/2024  
HELPLINE!
- 12/8/2025  
Present with Mass-ALA in 2026
- 12/1/2025  
Renewal Coming Jan 1, 2026
- 11/28/2025  
2026 - Check Out What's Coming Soon!

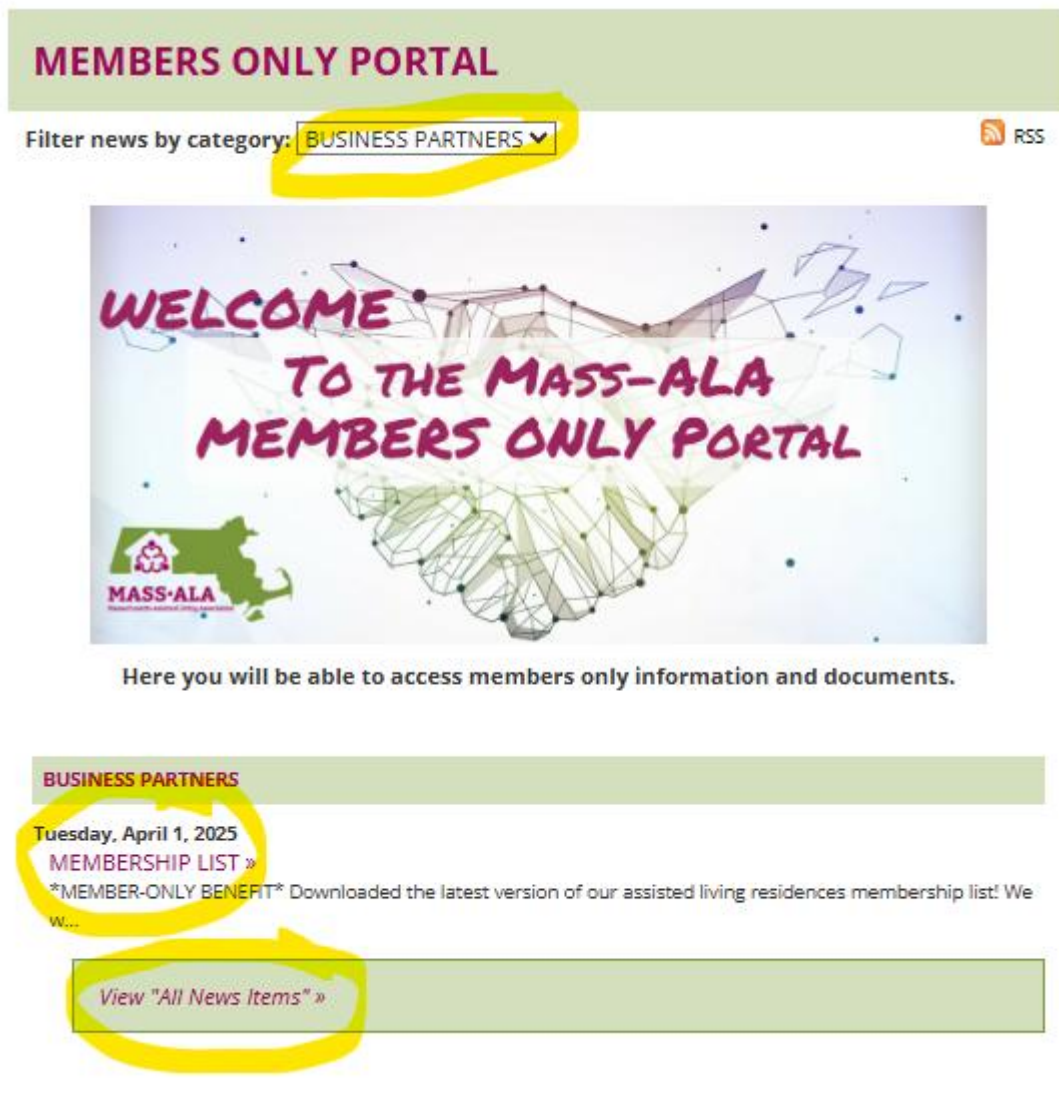
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EVENTS CALENDAR more

- 1/22/2026  
NCCDP: Certified Alzheimer's and Dementia Care Trainer (CADDCT) Train-the-Trainer Virtual Course
- 1/22/2026  
NCCDP: Alzheimer's and Dementia Care

You can also access **member contacts** via the Member Portal in two main ways:

- When in the main Member Portal page, look to the bottom. You may need to click ‘View “All News Items”’ at the very bottom of the page, or you can filter by “BUSINESS PARTNERS” at the top of the page. You will see a MEMBERSHIP LIST link that will bring you to the most recent version of the membership list.



- You can also use the “Search for a Business Partner” or “Assisted Living Residences Search” to find *all contacts* in our network for any given community, management company, or owner/operator.

**NOTE: You must be logged into your member profile to see *all contacts* in our system.** If you are not logged in, you will only see the main community profiles.

The screenshot shows a web application interface. At the top, there is a navigation bar with several menu items: "Search for a Business Partner", "Assisted Living Residences Search", "Career Center", "Events", and "Committees, Working Groups, Volunteers". A yellow circle highlights the search-related items. Below the navigation bar, the main content area is titled "Directory Search". It displays a search results summary: "Your search results include those... who match **ANY** of the Member Types 'Additional Community Contacts, Additional Member, Management, Owner, Parent Organization, Pre-Provider Member, Provider, Small Provider'." To the right of this summary is a "Start New Search" button. Below the summary, it indicates "408 Record(s) Found". There are two view options: "Tile View" (selected) and "List View". A "Sort by:" dropdown menu is set to "Name: A-Z". The search results are displayed in a grid of four tiles, each representing a community profile:

- 12 Oaks Senior Living**: 245 West Street, Milford. Image shows three tall apartment buildings.
- Adelaide of Newton Centre**: 157 Herrick Road, Newton Centre. Image shows a modern building entrance with a covered walkway.
- AdviniaCare Northbridge**: 85 Beaumont Drive, Northbridge. Image shows the AdviniaCare logo.
- AdviniaCare The Woodlands**: 120 Woodlands Way, Brewster. Image shows the AdviniaCare logo.