

## Tips for Navigating TLA Website Members' Portal

Our website address: <http://www.tlaonline.ca>

### Signing In

On the home page, click on the link in the upper right-hand corner: **Members Sign In**

- Enter your username and password

**Username:** unless you pre-selected one, this has been preset as the **email address** that we have on file for you

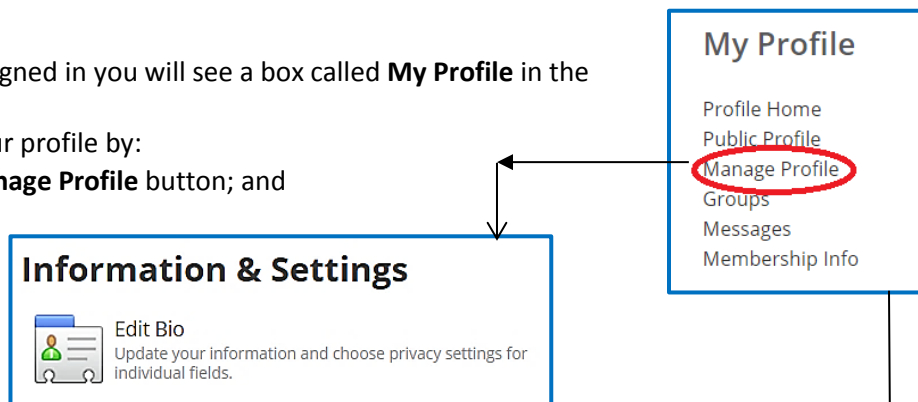
**Password:** unless you pre-selected one, TLA has given you a temporary password; please contact us at (416) 327-5700

### Inside the Site

Once you are successfully signed in you will see a box called **My Profile** in the upper right.

We invite you to review your profile by:

- Clicking on the **Manage Profile** button; and
- Selecting **Edit Bio**.



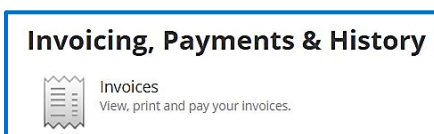
In particular we encourage members to:


1. Change their password for optimum security;
2. Review Professional and Personal profiles for accuracy and desired privacy settings;
3. Ensure Practice Areas are filled in (maximum of 3);
4. Add additional languages;
5. Opt-In to the Directory of Members for the website homepage

### Renewal Payments

For **Online Payment:**

While in the Manage Profile section, scroll to **Invoicing, Payments & History**



- Select **Invoices**
- Choose **Dues** (for membership fees) or **Store** (for event tickets)
- Click on **Pay Selected Invoices** (or click on the green credit card logo) 
- Fill out the details for your credit card payment
- When the transaction is complete you may print your receipt
- For a copy of your last year's receipt, please click Membership Information.

### Event Calendar

If you would like to attend a TLA event, be sure to login in before you register in order to receive the members' discounted rates!

Please report any problems/errors with member logins or profile content to Sandra Porter, Membership Services Coordinator at: [sporter@tlaonline.ca](mailto:sporter@tlaonline.ca)