

# 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: **TLApassword1**

## > 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

### My Profile

Profile Home  
Public Profile  
**Manage Profile**  
Groups  
Messages  
Membership Info

### Information & Settings



**Edit Bio**  
Update your information and choose privacy settings for individual fields.

## > 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.

### Invoicing, Payments & History



**Invoices**  
View, print and pay your invoices.

## > 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 problem/errors with member login or profile content to  
**Sandra Porter, Membership Services Coordinator at: [sporter@tlaonline.ca](mailto:sporter@tlaonline.ca)**