

Instructions: How to Activate your AWBC Account

Thank you for taking time to activate your AWBC account today. This should only take 10-15 minutes to complete but will provide AWBC important data about your Center, which will in turn help strengthen the Women's Business Center Program and allow you to easily share information with each other.

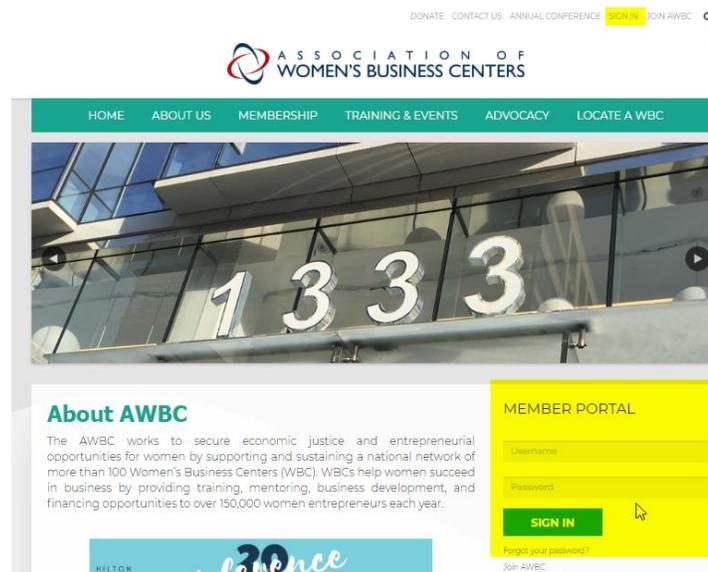
First, we ask that you set up your WBC Master Account (which will have the current Director's email attached to it) and renew your membership dues. After that is complete, we ask that you create your own personal sub-account (which will be attached to the Master Account) and invite others at your Center to do the same.

We appreciate your time! Please let us know if you run into any glitches in the system.

1. Go to the new AWBC website. <https://www.awbc.org/> (See image of website below.)
2. Log in with your username and password. (Member Portal login highlighted in image below.)

Username: (Your temporary username is listed in the email.)

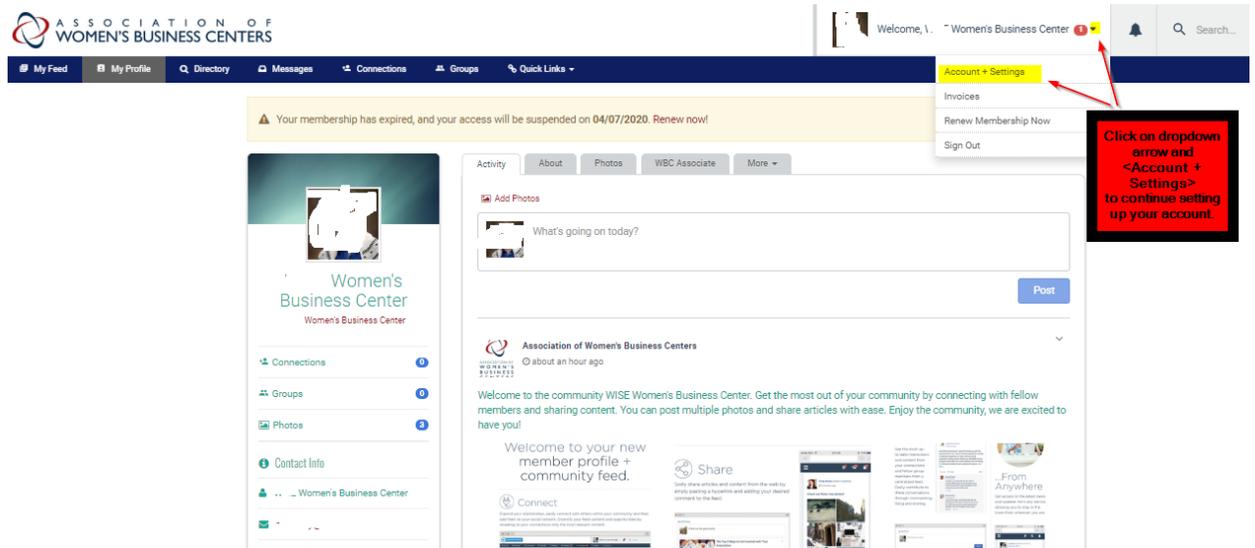
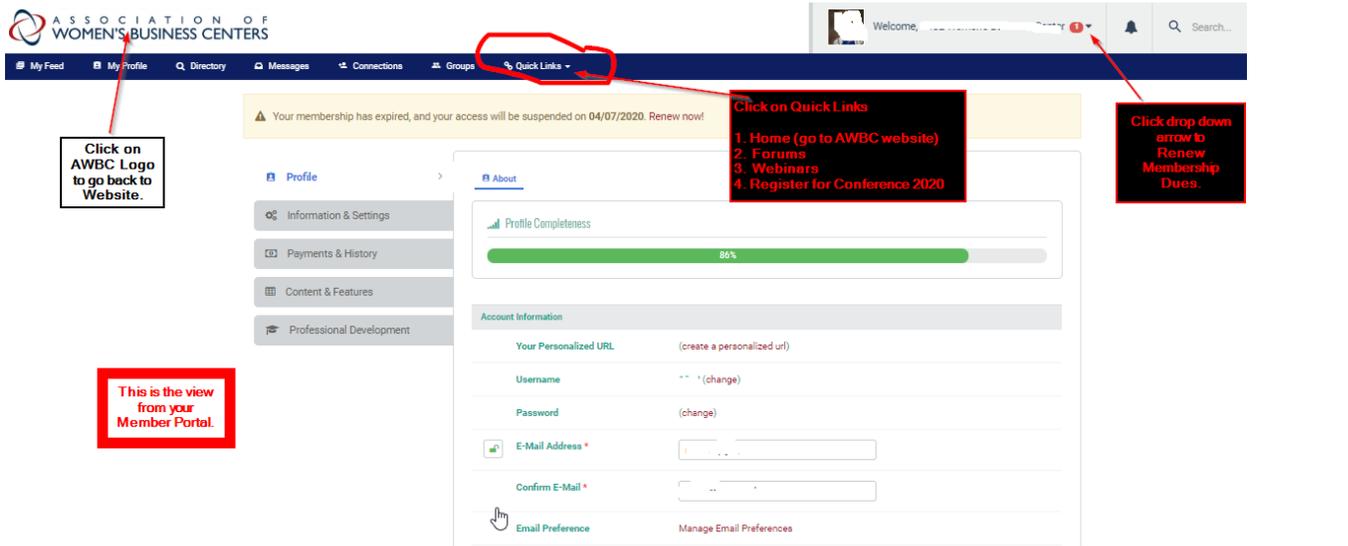
Password: awbc2020



- Complete your WBC's Master Account Profile. (In a later step you are asked to create a separate profile, or sub-account, for yourself.)

The profile is divided into these sections:

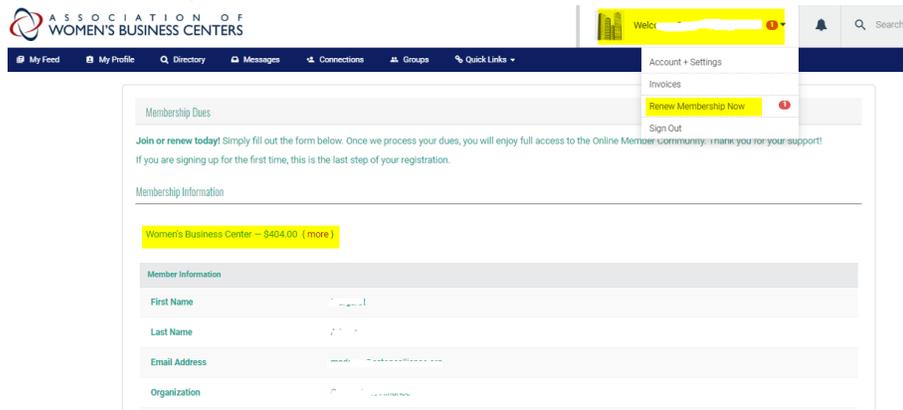
- Account Information facts
- Master Account (Administrator's Name)
 - * Enter the name and email of the person that will be managing the Master Account (paying dues and filling in most up-to-date WBC data)
- WBC Professional Information
 - * Where you are asked to upload a headshot, you may enter your WBC logo.
- WBC Additional Information



- Change your password.

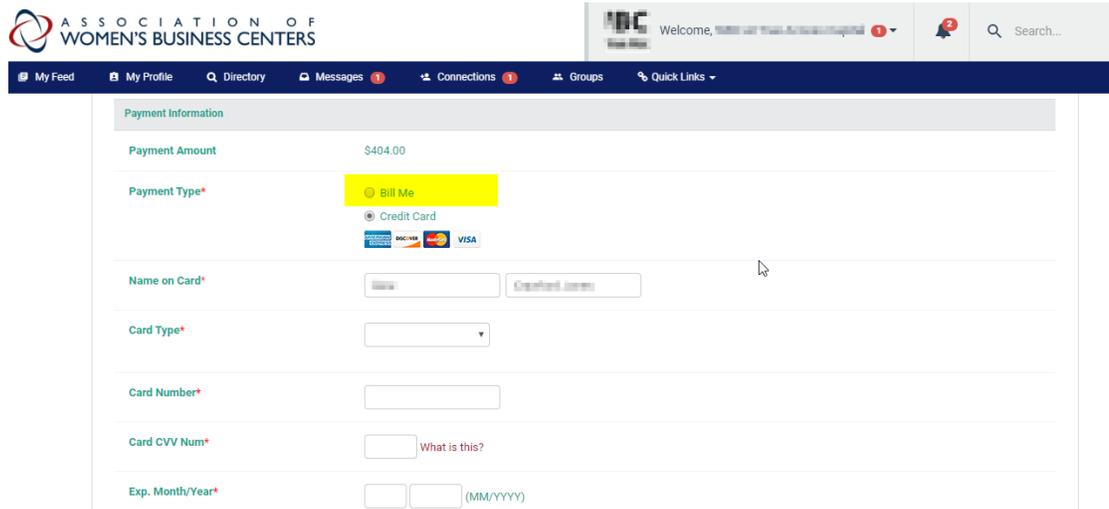
5. Renew your AWBC membership dues via the website. (See image below.)

NOTE: If someone other than the WBC Director is responsible for paying the annual membership dues, then read the additional instructions in box below.



READ if someone other than the WBC Director is responsible for paying the annual membership dues:

Paying by check? Please follow the instructions in the image above. Scroll down and click on <Bill me>. You will be sent a link to the invoice, which you can then send to the person responsible for paying dues.



Paying online with credit card? In this case you will need to share your Master Account login information with the person responsible for renewing dues. You should also send that person a link to create their own AWBC personal account that will be considered a sub-account to your Master Account. (See #6 below.)

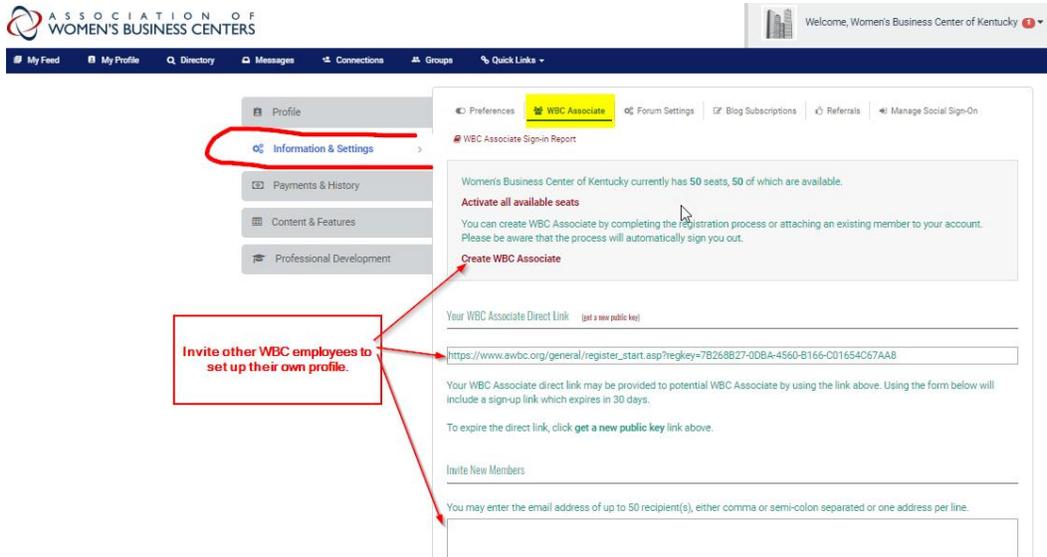
NOTE: If an employee leaves their position, their sub-account will be removed.

6. Create your own personal profile sub-account and invite employees in your Center to do the same. (These sub-accounts will be linked to the Center's Master Account and allow WBC employees to access AWBC resources and discussion groups.)

Go to your Member Profile page or Account/Settings.

Click on Information & Settings on the left.

Click on WBC Associates and follow instructions.



Note: **Unable to load the new website in your browser?** If you encounter any issues loading the new website, you may need to **clear your browsing history**. To do this in Chrome, click on the 3 dots at the top right-hand corner of your screen, click on Settings, and type in Cache in the address bar.

Please email Kelly Briscoe at KBriscoe@awbc.org or call at [240-355-6686](tel:240-355-6686) if you have any issues with logging in, setting up your profile or paying the AWBC membership dues. We also appreciate any feedback on the new site!