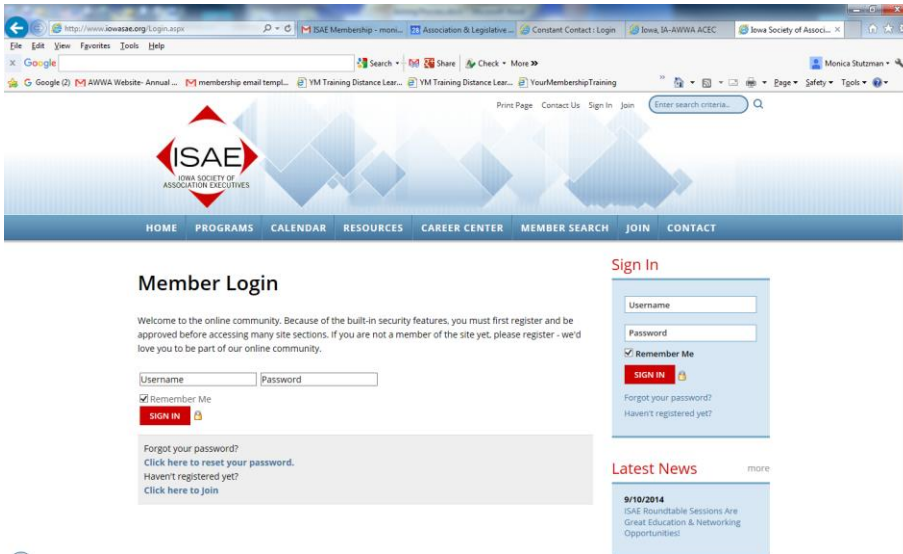
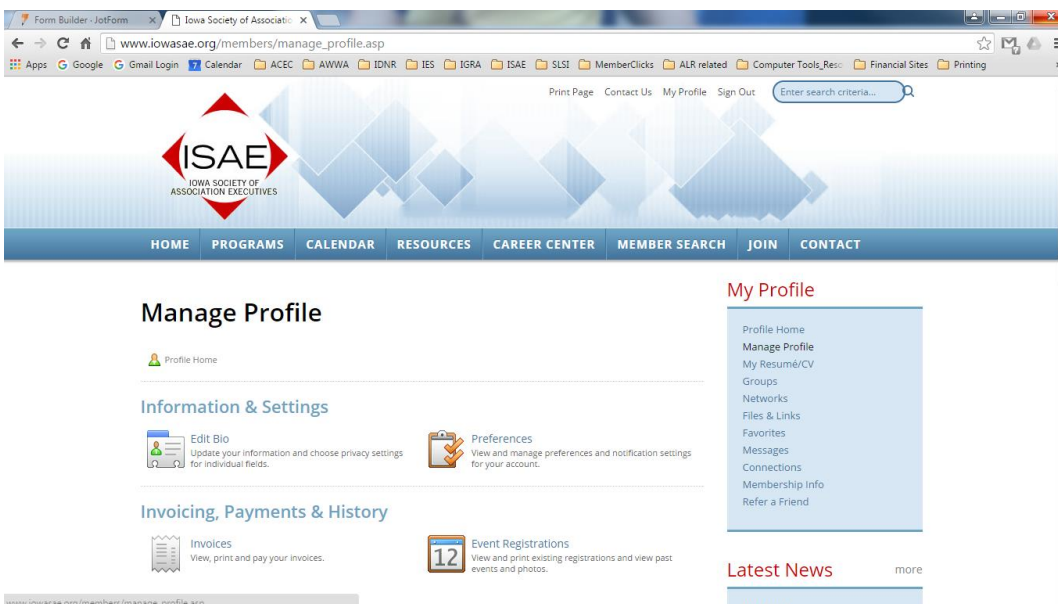


## Instructions On How To Manage Your Profile & Features of the ISAE Website

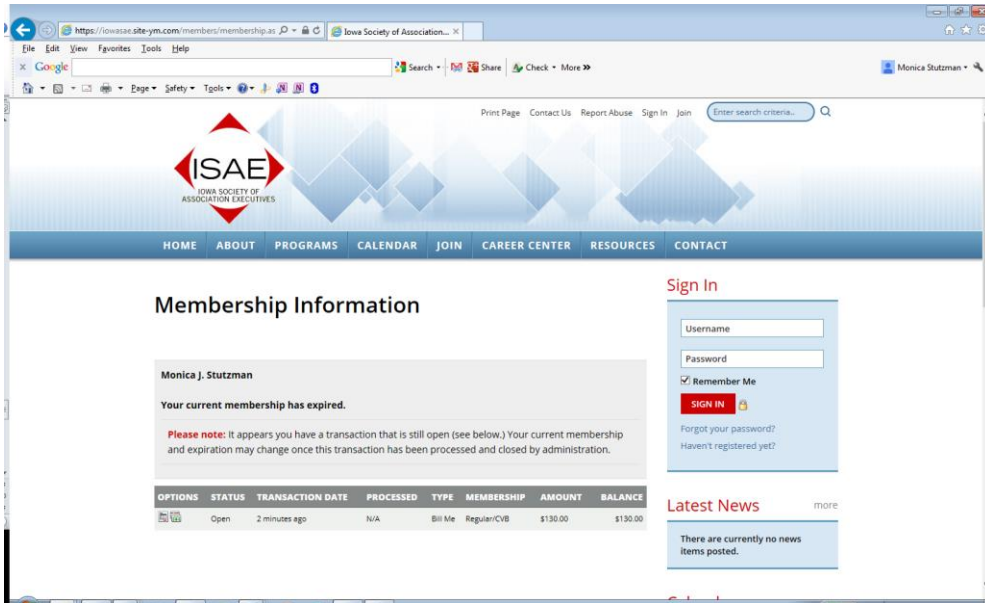
To access your personal profile information and any of the ISAE pages available to Members ONLY... You must first Sign In to the ISAE website, [www.iowasae.org](http://www.iowasae.org), with the Username and Password that you set up when you joined.



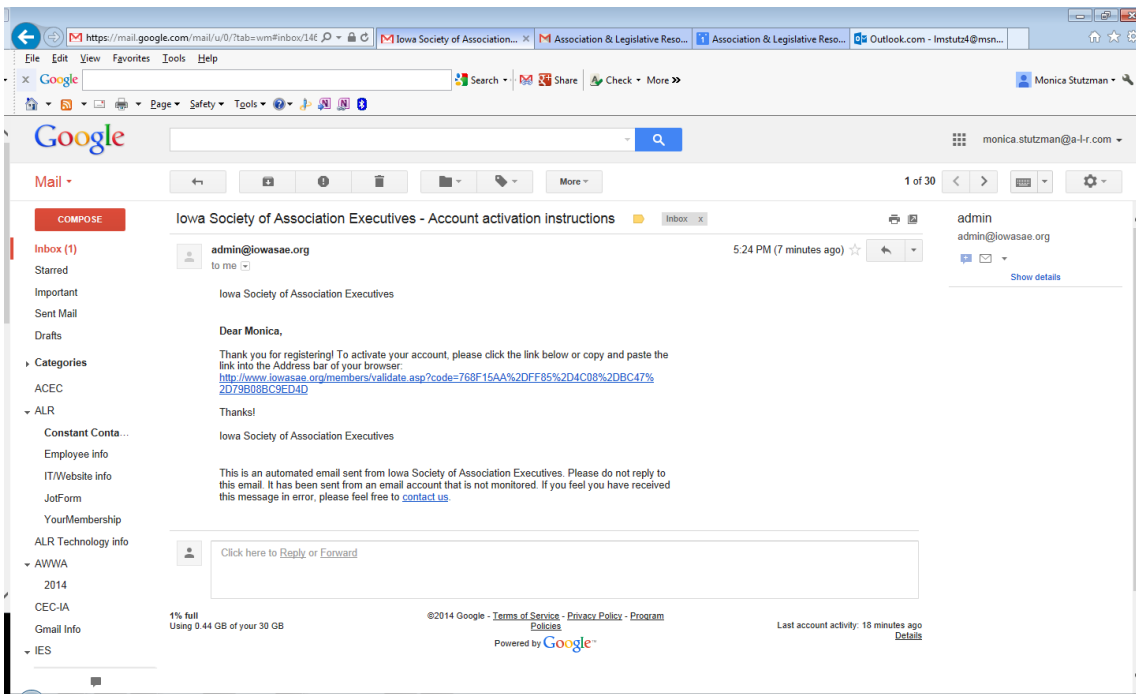
- After signing in, you can find short cuts to individual member features in the blue “My Profile” box on the right side of the page.
- If you click on the Manage Profile link, it will take you to the page where you can manage your
  - **Information & Settings:** to edit your bio or preferences
  - **Invoices, Payments and History:** to access/pay your receipts/invoices, view membership status and renewal options or view any event registration information and photos
  - **Content & Features:** to engage in features such as Favorites, Networks, Blogs, Profile Pages, Photo Gallery, Files & Links and Professional Development journal
  - **Community:** to access or create any messages to/from other members, manage group memberships, connections and referrals, manage forum and blog settings.
  - **Networking & Careers:** you may post your resume/CV under this category or access the Career Postings.



- At the end of ISAE’s fiscal year (June 30<sup>th</sup>), you will begin receiving notices to renew your membership for the upcoming fiscal year. When you log in, you may see a tab to Renew your Membership on the Home Page, or the word, Renew, in the “My Profile” box next to the “Membership Info” link.
- Otherwise, you may also check your current membership status under the “Membership Information” link in the My Profile box where it will show you if your current membership is current or expired. Then you may renew here. (Note- Memberships are not fully confirmed and marked as renewed until payment has been received. Therefore, credit card renewals are processed as soon as the charge is approved and renewals paid by check are confirmed once the check is received.



- Unless you have turned off the notifications in your settings, you should receive an email message thanking you for your transaction. Then your profile will show as current until the next listed expiration date.



The screenshot shows a web browser window displaying the ISAE website. The URL is <https://iowasae.ym.com/members/membership.as>. The page features the ISAE logo (Iowa Society of Association Executives) and a navigation menu with links for HOME, ABOUT, PROGRAMS, CALENDAR, JOIN, CAREER CENTER, RESOURCES, and CONTACT. The main content area is titled "Membership Information" and displays the following details for Monica J. Stutzman:

- Name: Monica J. Stutzman
- Membership Type: Regular/CVB
- Membership Status: Your membership is current through 7/1/2015.

Below this information is a table with the following data:

| OPTIONS | STATUS | TRANSACTION DATE | PROCESSED    | TYPE    | MEMBERSHIP  | AMOUNT   | BALANCE  |
|---------|--------|------------------|--------------|---------|-------------|----------|----------|
|         | Closed | 12 minutes ago   | 1 minute ago | Bill Me | Regular/CVB | \$130.00 | \$130.00 |

To the right of the membership information is a "Sign In" form with fields for Username and Password, a "Remember Me" checkbox, and a "SIGN IN" button. Below the form are links for "Forgot your password?" and "Haven't registered yet?".

At the bottom right, there is a "Latest News" section with a "more" link and a message: "There are currently no news items posted."

- Thank you! We appreciate your membership and involvement in ISAE. Please contact the ISAE Office at [admin@iowasae.org](mailto:admin@iowasae.org) or 515-284-7055 with any questions or if we can be of further assistance.