

# Important Information for Master Account Holders

## KEEP YOUR STORE STAFF PROFILES UP TO DATE

### Edit your account

1. Sign in to your master account
2. Under 'MY PROFILE' on the right side of the screen, click 'Manage Profile'
3. Click 'Edit Bio'
4. Update your information and responsibilities
5. Click save changes

### Manage/Pay Invoices

1. Under 'MY PROFILE' click 'Manage Profile'
2. Click 'Invoices'
3. Using the dropdown menu, view current and past invoices
4. Make a payment by selecting an invoice and clicking 'Pay Selected Invoice'

### Register for Events

1. Under 'MY PROFILE' click 'Manage Profile'
2. Click Event 'Registrations'
3. View past events and register for upcoming events

### View Membership Information

1. Under 'MY PROFILE' click 'Manage Profile'
2. Click 'Membership'
3. View when your membership expires
4. View past membership invoices

### Create and Maintain Subaccounts for your employees

1. Sign in to your master account
2. Under 'MY PROFILE' on the right side of the screen, click 'Manage Profile'
3. Click Sub-Accounts
4. Click create Sub-Accounts (This will log you out)
5. Create a username and click continue
6. Fill out all required fields (designated by \*)
7. Click submit.
8. A message will be sent to the MACS Admin to approve your sub-account.

There are also options for networking and social media if you scroll down on the 'Manage Profile' screen!

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