

FAQ

How to sign into your company account at www.mpma.com.

MPMA MEMBERS

Click on **SIGN IN** – right-hand side of the blue menu bar on the top of the home page.



MEMBER LOGIN PAGE


Member Login

Welcome to the online community. Because of the built-in security features, you must first register and be approved before accessing many site sections. If you are not a member of the site yet, please register - we'd love you to be part of our online community.

Username

Password

Remember Me



Forgot your password?
[Click here to reset your password.](#)

Haven't registered yet?
[Click here to Register](#)

Company User Name: Typically a form of your company's name.
Personal User Name: It typically an email or a form of your full name.

Password: If you did not set this up, the database program set it up for you and it is a jumble of letters and words.



If you have no information about your company's user name or password, please call the MPMA office at 952-564-3041 or email office@mpma.com.

Please note: *If you are the main contact for your company, you may have 2 accounts – a personal (your name) and a company (business name).*

- The company account will give you access to your Buyer's Guide information and your membership renewal invoices.
- The personal account will not give you access to your company information.
- The two accounts (personal and company) are not interchangeable.

MANAGE PROFILE

This is where you can manage your account. By clicking on an icon and text section, you will be directed to that page.



My Member Profile

This is the most important page, because the information you provide will be:

- Visible to members who are searching the member database on mpma.com
- Appear in the Annual Buyer's Guide in the January/February edition of Precision Manufacturing Journal, the magazine of the MPMA.

Professional information and Additional Information sections are the Buyer's Guide information that is seen on your company's online profile and in the Buyer's Guide.

Services Provided are the Buyer's Guide categories. The Buyer's Guide is like the yellow pages, with a variety of service categories. Members get up to 3 free services provided. Extras are \$99 each.

Certification are professional certificates the company has earned that help determine business opportunities. Cost: \$99 to list in the Buyer's Guide.

Edit My Member Profile

Below is the information you provided during the registration process.

Please Note: All information entered below will be visible to site administrators. Registered members will be able to view any information you enter unless you set the visibility option to Private (not visible in profile) next to the field you wish to be hidden. If your email address is Private (not visible in profile) it will not be displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set to Public (Visible to Everyone). To restrict data to only registered members set the visibility for the field to Member Only (Visible Only to Members).

***Required Fields**

Account Information

View/Remove/Reset ID# [http://www.mpma.com/members/individuals/change]

Username: namey@mpma.com (change)

Password: (change)

Email Address: namey@mpma.com

Confirm E-Mail: namey@mpma.com

Email Preference: Manage Email Preferences

Profile/Reset Image: Manage/Reset/Upload Image

Primary Contact Information

Title: (Example Mr, Ms, Dr, etc.)

Full Name: Name: [] Surname: []

Suffix: (Example Sr, Jr, III, etc.)

Company: (Start with "http")

Professional Information

Organization: Industrial Management Inc.

Website: (Start with "http")

Address: 1234 Myrtle Blvd.

Address Cont: []

City/Town: Minneapolis

County: United States

Location: []

Postal Code: 55414

Phone: 612-555-1234

Fax: []

Additional Information

Number of Employees: 0

Certifications (25 Max): []

Square Footage: []

Year Founded: []

Services Provided: [Accounting]

Please enter the year your organization/company was founded

Number of Services Provided: 0

Please enter the number of services you provide, based on your selections above. If you did not select any services, please enter 0.

Industries Served: [Accounting]

Industries Served (Other): []

Please enter the year your organization/company was founded

More Information: []

If you would like to enter additional industries that you serve, please enter them in the field(s) above.

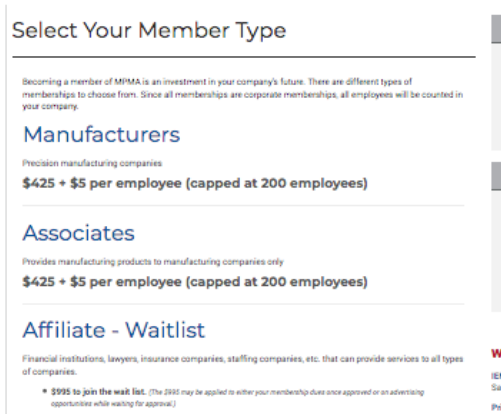
Save Changes Cancel

NEW or NONMEMBERS

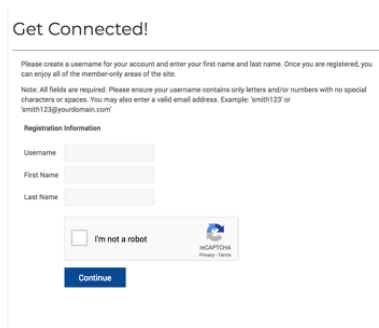
Click on the word REGISTER



You will be directed to a page that looks like this. Scroll down to the bottom of the page and start by selecting member type:



After you select a member type, click “next” and create an account:



After you hit continue, select, “accept this Membership and continue” and the database will walk you through setting up your account. Once the account is set up, and if there is a dues payment, you will receive an email from office@mpma.com to verify your account. Once the account is verified, the system will walk you through payment options.