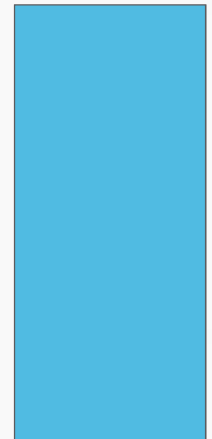




**NATIONAL PLASTERERS COUNCIL**

**MANAGING YOUR NPC ACCOUNT**

[WWW.NPCONLINE.ORG](http://WWW.NPCONLINE.ORG)



# WHAT IS YOURMEMBERSHIP (YM)?

- YourMembership (YM) is the association management software we use to manage:
  - Your website design and hosting
  - New member registration
  - Member renewals, invoices and reminders
  - Payments
  - Event registrations
  - General reporting
  - Committee members
  - And most importantly, the information about your company that appears in searches

# STEP ONE - SIGN IN

## Sign In

mpandzic

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Remember Me

SIGN IN



[Forgot your password?](#)

[Haven't joined yet?](#)

If you do not remember your username, please contact the NPC Office.

If you have forgotten your password, click forgot password to re-set.

*IMPORTANT – The re-set instructions will be sent to the email address on file. If you do not receive re-set instructions, that means the email address does not match. Please call the office for assistance.*

# MANAGE PROFILE

**NPC**  
NATIONAL PLASTERERS COUNCIL

HOME MEMBERSHIP ▾ FIND A PROFESSIONAL ▾ EVENTS ▾

## Manage Profile

Profile Home

### INFORMATION & SETTINGS

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

**Preferences**  
View and manage preferences and notification settings for your account.

**Sub-accounts**  
View and manage current Sub-accounts, send invitations.

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### INVOICING, PAYMENTS & HISTORY

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

**Event Registrations**  
View and print existing registrations and view past events and photos.

**Membership**  
View your membership status and view membership renewal options.

Edit personal information, company information and what's visible to the public. Why is it important to keep this updated? *IT IS WHAT THE PUBLIC WILL SEE.* Be sure your company is reflected the way you want it to be.

Add sub-accounts (if activated) and provide access to others in your company

View past and current invoices that appear under your profile.

View past and current event registrations made under your account

# ADDITIONAL FEATURES

## CONTENT & FEATURES



### Networks

View and manage social/professional networks.



### Photo Gallery

Post photos, manage albums, update captions and view your photos.



### Files & Links

Upload files and create links in your file library.



### Professional Development

View current entries and professional development journal.

Link to popular social networks – LinkedIn, Facebook, Twitter, Google, etc.

Keep track of CEU's and Professional Development credits, all in one place

# COMMUNITY FEATURES

## COMMUNITY



### Messaging

Read and manage messages, create and organize message folders.



### Groups

View and manage group membership, configure group options.



### Referrals

View referrals, track referral history and send invitations.



### Forum Settings

Manage your forum preferences and subscriptions to email notifications.



### Blog Subscriptions

Manage your subscriptions to email notifications for blogs.

View your Committee Membership, Committee Member Directory, Photo Gallery, etc.

# FOR ASSISTANCE

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