



Members Only Area Guide Book

*An illustrated guide to getting the most out of
our interactive and self-service website*

Member login

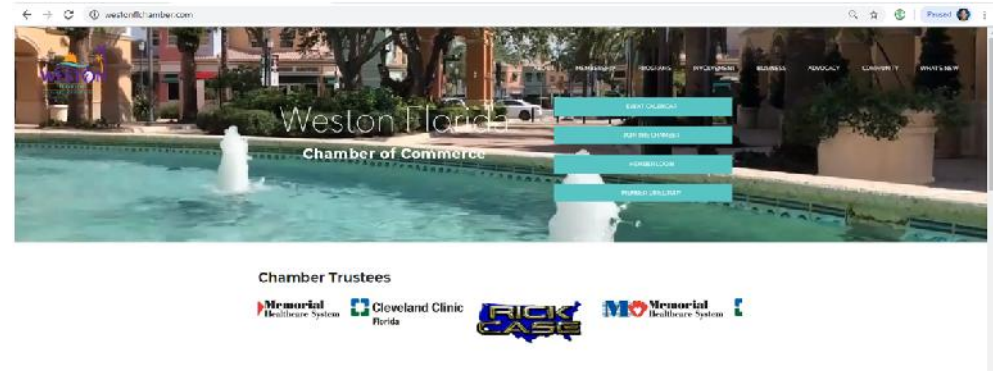


Sign in



Membership Has its Privileges

- Our website is powered by [WebLink Connect™](#), the association industry's most powerful Association Management Software systems.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of
- To ensure only Members receive these benefits, these areas of our site require a valid log in
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible
- The more you update and personalize your membership, the more value you will receive from us





What Can I Do Here?

- Change Username/Password
- Update Your Contact information
- Upload Media (Enhanced Listings Only)
- Stay Informed
- Pay Your Bills
- Take a Survey
- Referral Report (YTD)
- Add A Coupon



Log In to Take Control of Your Membership

- You will need to use your User Name and Password to gain access to our private Members Only Area, or to receive special discounts on Event registrations.
- If you ever forget your password, click the link to ask for it to be sent to your email address.

Members Only

Username

Password

[Login](#) [Click here for personal login information](#)



Change Your Username and Password

- The best parts of our Website are restricted to only be used by Members and their approved employees or related profiles. This link will allow you to change your own Username and Password for this website.
- Once you have a Username and Password, you can use it to access any Members-only or restricted items, like Event discounts and other self-service items we offer.

Members Only

Change Username/Password

New Username

New Password

Confirm Password

Accept



Update Your Contact Information

This link will open a page that allows you to update much of the information on your Profile, as well as any other Profile you are related to and have Editing rights for. This helps us ensure we always have the latest information about you and your business.

You can edit the following information:

- Name, address and other basic contact information
- Directory Listing category and descriptions
- Affiliation Codes you have identified as visible to Profiles
- Relationships you have to other Profiles (including adding new Profiles you are related to)
- Social Media accounts you have



Update Your Contact Information

- You have the ability to edit your profile, as well as the profiles of any person or company related to you
- Once you make changes, they are submitted for approval by our association
- If you have the right permissions, you can also edit the profiles related to your Organization

Monica Smith

[Edit My Profile](#) Click here to Edit your own information

Edit profiles related to: Me

Editable Profiles Related to Monica Smith Add New Profile

Profile	
Monica's Employer	
Main Contact	<input checked="" type="checkbox"/>
Editor	<input checked="" type="checkbox"/>
Receives Communication	<input checked="" type="checkbox"/>
Billing Contact	<input type="checkbox"/>
Relation Type	Employer
Title	<input type="text"/>

Click here to edit information about the Profiles you are related to

Click here to pay invoices related to your Related Profiles

[Edit Profile](#)

[View Invoices](#)

items per page 1 - 1 of 1 items 10

[Save Relationships](#)



Update Your Contact Information

- The Update form shows you all the info we have for you. Please add as much as you can.
- Information here can be used on your Directory listings or for communications we send out.
- All updates you make are submitted for approval.
- Make sure to click Save at the end of the process.

The screenshot shows a web form for updating contact information. On the left is a sidebar menu with the following items: General Information, Additional Addresses, Additional Phones, Additional Email Addresses, Directory Listing, Social Media, and Update Your Preferences. The 'General Information' section is highlighted with an orange box. A callout bubble points to this box with the text: "You have many types of information you can update".

The main form area is titled "General Information" and contains the following fields:

- Prefix:
- First Name:
- MI:
- Last Name:
- Suffix:
- Report Name:
- Personal Title:
- Address 1:
- Address 2:
- City: State/Province: Zip: Zip Ext:
- County:
- Country:

A second callout bubble points to the form fields with the text: "These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible".



Upload Media (Enhanced Listings Only)

Our Online Member Directory can display images and videos on a your Listing, if you have the right Listing Type with us. When accessed, this section of your Members Only area will allow you to upload this media directly to your Listing on the Directory, so you can promote yourself as best as possible.

If you have the right Listing Level, the images or video will display automatically on your directory listing; if you don't have the right Listing Level it will not appear (but it will be stored in your Profile).

You can add the following:

- Business Logos
- Embedded video
- Photos

Members Only

UPLOAD MEDIA:

Depending on your level of membership or advertising participation, the media information uploaded here might have restrictions on when and where they display. Please contact the Property Management Association of Mid Michigan for more information and details on these restrictions.

Logo:

Upload your company logo or profile picture here. Accepted file format: jpg or gif. Maximum dimensions: 245px width; 160px height.

No file selected. (max size 4 mb)

Photo 1:

Upload your photo here. Accepted file format: jpg or gif. Maximum dimensions: 200px width; 150px height.

No file selected. (max size 0.075 mb)

Video:

Embed your YouTube video HTML here. Maximum video dimensions: 300px width; 300px height.



Stay Informed

Our organization tracks several lists based on your interests, demographics, participation, and more. This section of our site displays the lists we have configured to be visible to members so they can opt in or out of any of them.

Advertisers

Advertiser - Map Yes! I want to be in the member directory!

Affinity Programs

YES! - I am Interested in Volunteering!

Amenities

Convenience Store Laundry

Pull-Throughs Tents

Wi-Fi Paid Wi-Fi-Free

Chamber Watch

YES! - I want to stay informed on Economic Vitality Issues YES! - I want to stay informed on Education issues

YES! - I want to stay informed on Housing Development issues Constitutional Amendment Reform

Insurance (Employee Related) Insurance (Property)

Legal Reform National Business Issues

Politics & Elections Private Property Rights

Tax & Tax Regulation Transportation

Convention and Visitors Bureau

WTM Media

Newsletter Groups

Advocacy Newsletter Monthly Newsletter

Small Business Newsletter

Related to Demographics

Minority Owned Business

Special Programs

Intelligence Operations

Working Groups

National Data Repository (NDR) Technical Architecture

Save



Pay Your Bills

- The top section displays your Open Invoices. Check the box to pay online, or click View to print a copy.
- The bottom portion shows your previously paid invoices. Click the Invoice Number to print a copy for your records.

Online Bill Pay

Open Invoice Items for:

Aladdin Construction
12273 B Shriners Blvd
Biloxi, MS 39532

OPEN INVOICES

Selected	Date Due	Invoice Num	Invoice Date	Description	Item Amount	Amount Paid	Amount Due	
<input type="checkbox"/>	VIEW	1/1/2017	9387	11/25/2016	Tax Revenue Item	\$937.50	\$0.00	\$937.50
<input type="checkbox"/>	VIEW	1/1/2017	9387	11/25/2016	Tax Flat Amount	\$25.00	\$0.00	\$25.00
<input type="checkbox"/>	VIEW	4/25/2018	9527	6/7/2017	Tradeshow Booth	\$500.00	\$0.00	\$500.00
<input type="checkbox"/>	VIEW	4/25/2018	9527	6/7/2017	Bill Me Later	\$50.00	\$0.00	\$50.00

Payment Amount: **\$0.00**

Payment Options Credit Card

Name On Card

Billing Address 1

Billing Address 2

City State/Prov Zip/Postal Code

Country

Credit Card

Card Number

Security Code ← This is the non-raised 3 or 4 digit code on the back of your card.

Expires Month Year

Phone Number

Email Address

Save Credit Card

Transaction History For Aladdin Construction

Start Date End Date

Invoice Num	Date	Description	Amount
9490	4/27/2017	General Admission - Early Bird	\$45.00
9490	4/27/2017	Sponsor Table for 7 Attendees	\$400.00
9492	5/15/2017	Early Bird Registration	\$500.00



Take a Survey

- This section will display every Survey we have that is active for the current date range.
- We conduct these surveys to help us understand what is important to you about your membership.

Surveys

Tell us what you think!

[Go](#)

Tell us what you think!

Survey Start Date: 5/12/2017 Survey End Date: 5/12/2018

Are you happy?

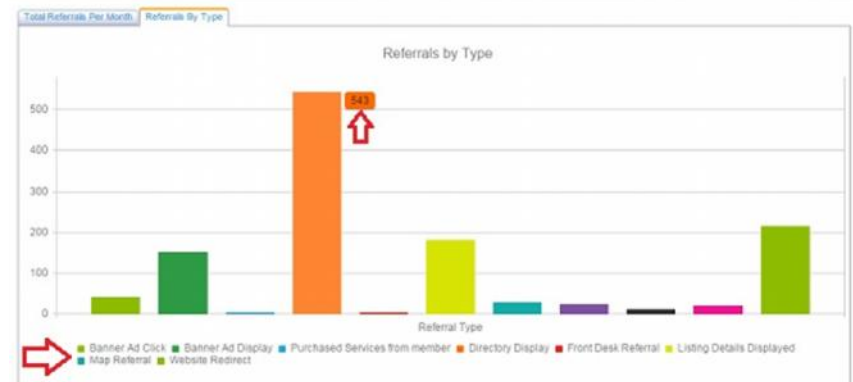
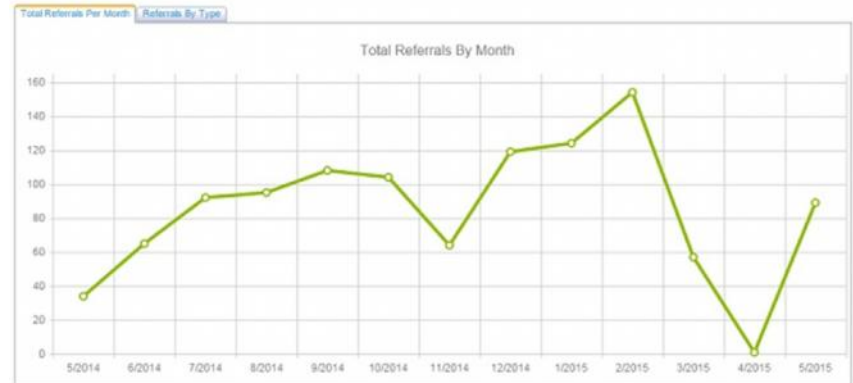
Yes



Referral Report (YTD)

Ever wonder how often you've been referred by us? Through our website banner ads, online member directory, staff recommendations or event sponsorships, we track most of the referrals we provide you.

This section runs a detailed Referral Report, which shows you a very granular report of every time you've received a Lead or Impression from our website or staff.



TOTAL REFERRALS	TOTAL IMPRESSIONS	TOTAL LEADS	LEAD RATE
837	697	140	20.09%
	BANNER IMPRESSIONS	BANNER CLICKS	CLICK-THRU RATE
	388	42	10.82%



Add A Coupon

- Our organization runs a Member-to-Member Discount Program, which you can participate in by offering discounts through our Coupon tool.
- You can create and manage your own Coupons, and track their usage in your Referral Report.

Add A Coupon

[View Coupons and Discounts](#)

Member Savings

[New Coupon](#)

You have no active coupons. Click on "New Coupon" button to add a coupon.

Online Coupons Information

Coupon Type

Select Coupon Type...

Offer Title

Enter what you're offering. For example, "20% off your first order" or "\$25 off all orders of \$100 or more."

Description Of Offer

Briefly describe your product or service. Also include any limitations, such as "One coupon per customer per visit" or "Not valid on holidays."

Price (if any)

Use only if you have a special price that's specific for the item you're promoting. Most members will leave this blank - it will not appear on your coupon.

0.00

Coupon Offer Expires

Enter the date your coupon expires, if any. This date will appear on the coupon.



Enjoy Discounts for Event Registration

- Many of our events offer exclusive discounts for Members and their employees.
- Look for the Log In information to ensure you get every discount you deserve

 [Login](#)

[Forgot Password?](#)

Log in above for faster registration and special pricing