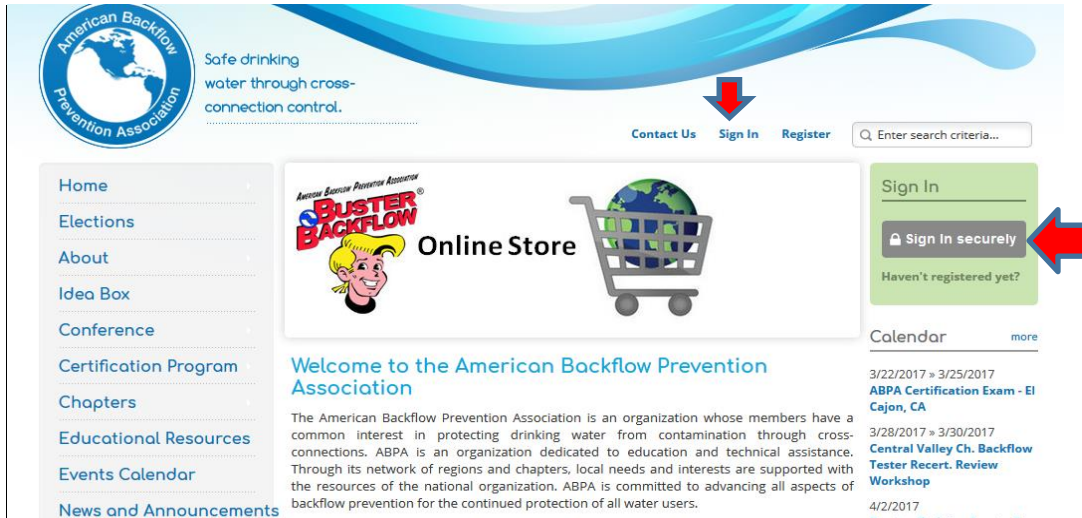


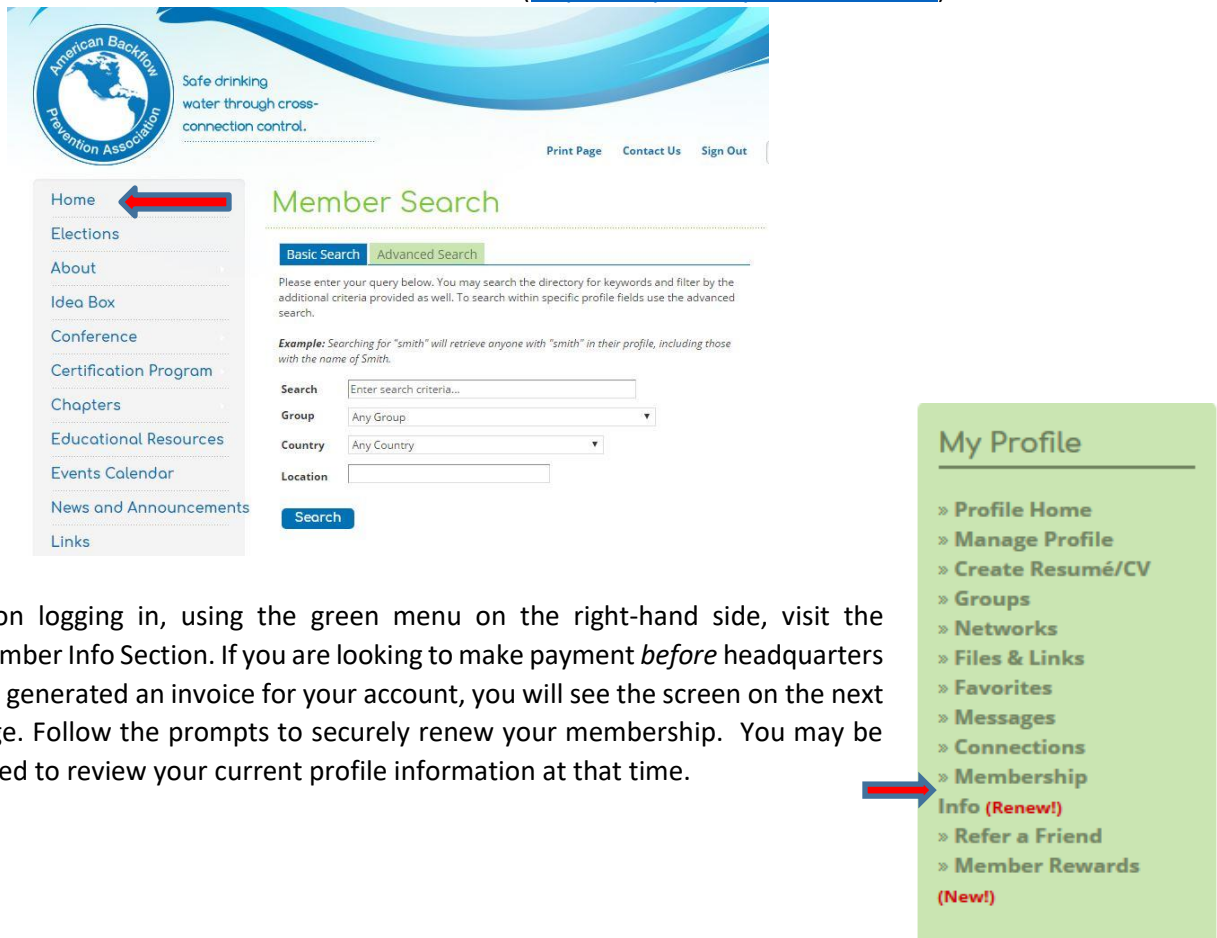
ABPA MEMBER INSTRUCTION GUIDE

Log-in to your ABPA Membership Profile to Renew Your Membership & Update Your Information

- From the www.abpa.org homepage, sign into your account using either of the options marked below. If you have never signed into your profile, use the following default login credentials.
 - Username: firstnamelastname**
 - Password: ABPA2016**



- If you have an existing account, **it is important to utilize that specific account when logging in to avoid creating a duplicate profile.** Not sure if you have an existing profile? Check the Member Search feature off the Home Tab: (<https://abpa.site-ym.com/search/>)



- Upon logging in, using the green menu on the right-hand side, visit the Member Info Section. If you are looking to make payment *before* headquarters has generated an invoice for your account, you will see the screen on the next page. Follow the prompts to securely renew your membership. You may be asked to review your current profile information at that time.

ABPA MEMBER INSTRUCTION GUIDE

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Buster Backflow
 US Membership
[View/Print My Membership Card](#)

Your membership is current through 3/31/2017.

Securely renew your membership now »

If headquarters has generated an invoice for your account (typically 45-30 days ahead of your expiration date), you will see the screen below notifying you that you have an **open invoice**.

Please note: It appears you have a transaction that is still open (see below.) Your current membership and expiration may change once this transaction has been processed and closed by administration.

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
 	Open	4 minutes ago	N/A	Bill Me	US Membership	\$65.00	\$65.00

a. Make an online payment

b. View/Print Invoice

You have two options to pay:

- a. You may pay online by clicking the “make an online payment” icon OR
- b. Print your invoice and mail with check to the ABPA home office

If chapter dues are not included in your current invoice, contact the home office at 979-846-7606 or membership@abpa.org to have them added.

- 4) Once your dues have been processed, your membership expiration will update accordingly.
 - a. You may print a temporary membership card by navigating to “Membership Info” or “Manage Profile” using the green menu on the right side of your screen.
 - b. A permanent membership card will be mailed to you the following month.

To Update your Profile Information and Password:

Using the green menu on the right side of your screen, navigate to “Manage Profile.” Once on the manage profile screen, click on “Edit Bio.” You will be able to update your information and password on the next screen. Don’t forget to “Save Changes!”

My Profile

- » Profile Home
- » Manage Profile
- » Create Resumé/CV
- » Groups
- » Networks
- » Files & Links
- » Favorites
- » Messages
- » Connections
- » Membership Info
- » Refer a Friend
- » Member Rewards **(New!)**

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.

Membership Card
 View or print your personalized membership card.