

Member Database Log-In Guide

1 - On the home page (nlassn.org) click Sign In. Enter your username and password (case-sensitive).

If you do not have a username and password, contact Melanie at mhultman@nlassn.org or 763-595-4050.

WELCOME TO OUR UPDATED WEBSITE!

Our Mission
Connecting lumber and building material retailers to the people, programs, products and resources to help them to be highly-functioning, sales-driven.

SIGN IN
Sign In securely

2 - Back on the Home Page (you may need to click "home" on the top left) click on **Manage Profile** (Listed under My Profile in the right-hand column).

MY PROFILE

- Profile Home
- Manage Profile
- Groups
- Messages
- Membership Info
- Refer a Friend

3 - Click on Edit Bio. Review the information and make any corrections. Click on Manage Email Preferences to update email choices.

To view other locations and contacts of your company, go back to Manage Profile and click on Branches & Contacts. You may edit these records and add additional branches and/or contacts if you wish.

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.
- Branches & Contacts**
View and manage current Branches & Contacts, send invitations.

Invoicing, Payments & History

- Invoices**
View, print and pay your invoices.
- Membership**
View your membership status and view membership renewal options.

Content & Features

- Pages**
Create pages linked to your profile, manage settings, edit existing pages.
- Photo Gallery**
Post photos, manage albums, update captions and view your photos.

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.