

A Member's Guide to the **Members-Only Area**

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





Membership has its privileges

- 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?

- Update your contact information (plus organization information if you're the main contact or an editor)
- Pay invoices for any related profiles (main contacts/editors)
- Access members only content
- View your benefits, events, and more
- Upload media (company logo, staff pictures, directory photo gallery and video)
- Change your password

The screenshot shows the VPPPA Member Portal interface. At the top left is the VPPPA logo. A yellow navigation bar contains the text "Hi Son! You're currently viewing VPP Participants' Association (VPPPA)'s profile" and a "Switch Profile" button. On the right of the yellow bar are "Change Password" and "Log Out" links. Below this is a blue navigation bar with links for "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Resources".

The main content area features a white box with the heading "Welcome to your VPPPA Member Portal!" and a message: "Thank you for being a valued VPPPA member. Please take a few moments to fill out your member profile so we can better serve you. Have a question or comment? Contact us at 703-761-1146 or membership@vpppa.org."

Below the welcome message is the VPPPA logo and the text "VPP Participants' Association (VPPPA)". To the right, there is a section for "0 open invoices" with a "PAYMENT HISTORY" button and a blue "PAY INVOICES" button.

The profile information section includes fields for "Email", "Phone (703) 761-1146", "Address" (7600 Leesburg Pike, East Building Suite 100, Falls Church, Virginia 22043), and "Title".

A "My Events" section lists two events: "CSE Critical Thinking Applications Webinar" on June 29, 2021, and "VPPPA Labor Summit Webinar" on June 3, 2021. A "View all events >>" link is provided.

The "10 Related Profiles" section lists several members with their names, titles, and email addresses:

- Son Nguyen (snguyen@vpppa.org, 703) 761-1146, Main Contact
- Natasha Cole (ncole@vpppa.org, 703) 761-6516, Conference Coordinator
- Ariana Hanaity (ahanaity@vpppa.org, 703) 761-1146
- Ms. Heidi Hill (hhill@vpppa.org, 703) 761-6511, Senior Event Sales & Advertising Coordinator
- Sierra Johnson (sjohnson@vpppa.org)



Log in to take control of your membership

- You will need to use your username(your email) and password to gain access to our Members Only Area, or to receive special discounts on event registrations.
- If you ever forget your password, click the 'Forgot your password?' link to receive an email with a password reset link

Login

Username

Password

Remember My Login


Login

[Forgot your password?](#)

Edit This Profile


- You have the ability to edit your profile. Staff marked as Main Contact or Editor are able to edit their related Organization(s) as well.
- Once you make changes, they are submitted for approval by our association.
- If you are an Editor for your related organization(s), you can click Switch Profile at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your business.



Hi Son! You're currently viewing your personal profile  [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#) ▾

Profile Edit

 Son Nguyen [CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

General Information
[Additional Addresses](#)
[Additional Phones](#)
[Additional Emails](#)
[Directory Listing](#)
[Social Media](#)
[Update Your Preferences](#)

Prefix


First Name

MI

Last Name

Suffix

Organization Name

 Update this profile photo



Change your password

- The best parts of our website are restricted to only be used by members and their approved employees or related profiles. You can change your password at any time on the top right menu of the Members Only page.
- 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.

Current Password

New Password

Repeat Password

Relationships

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing
- You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or main contacts for organizations
- All updates you make are submitted for approval.
- Make sure to Save.



Hi Son! You're currently viewing VPP Participants' Association (VPPPA)'s profile [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#)

VPP Participants' Association (VPPPA) [ADD A PROFILE](#)

Related Profiles

There are 9 relationships

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Son Nguyen		snnguyen@vpppa.org	(703) 761-1146	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Natasha Cole	Conference Coordinator	ncole@vpppa.org	(703) 761-6316	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ariana Hanaly		ahanaly@vpppa.org	(703) 761-1146	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Heidi Hill	Senior Event Sales & Advertising Coordinator	hhill@vpppa.org	(703) 761-6311	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sierra Johnson	Special Projects Coordinator	sjohnson@vpppa.org	(703) 761-1146	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Demo Liz	Data Entry / Google Expert	Demo@vpppa.org	(703) 761-1146	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ms. Courtney M. Makeaus	Government Affairs Counsel	cmakeaus@vpppa.org	(804) 366-9648	Employee	Edit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mrs. Sara A. Taylor	Director of Operations	staylor@vpppa.org	(703) 761-6507	Employee	Delete



View Invoices and Renewal Information

- From the Members Only home page, Main Contacts and Editors can view all open invoices for their related profiles as well as renewal information
- You can view Payment History and click to Pay Invoices.

3 open invoices

Gloria Gaynor	\$5.00
Freddy's Frozen Custard	\$474.60

[PAYMENT HISTORY](#) [PAY INVOICES](#)

Insert a picture of your Invoices screen here (example below)

Open invoices across accounts

PAY NOW Select invoices below to pay

<input type="checkbox"/>	Due date ☺	Invoice date ☺	Invoice ☺	Invoiced profile ☺	Description ☺	Item amount ☺	Paid ☺	Due ☺
<input type="checkbox"/>	4/1/2021	7/16/2020	7093	Freddy's Frozen Custard	Dues	\$1.00	\$0.00	\$1.00
<input type="checkbox"/>	12/18/2020	12/18/2020	7456	Freddy's Frozen Custard	ACRE Dues	\$50.00	\$0.00	\$50.00
<input type="checkbox"/>	8/1/2021	2/26/2020	2680	Freddy's Frozen Custard	Single Tax Item	\$24.60	\$0.00	\$24.60
<input type="checkbox"/>	3/10/2021	3/10/2021	7667	Freddy's Frozen Custard	Events	\$450.00	\$0.00	\$450.00
<input type="checkbox"/>	2/11/2021	2/11/2021	7660	Gloria Gaynor	Application Fee	\$5.00	\$0.00	\$5.00

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Pay Open Invoices

- Click Pay Open Invoices from top Navigation menu or the Pay Invoices button on the right side of the home page
- Main Contacts and Editors will see company invoices, other staff will view only invoices connected to their individual profile
- Select any invoices you would like to pay by checking the box in the first column
- To print an invoice, click on the Invoice Number link.



Paying Invoices

- Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information

Payment details **\$450**

Name On Card

Card Num

Security Code Month Year

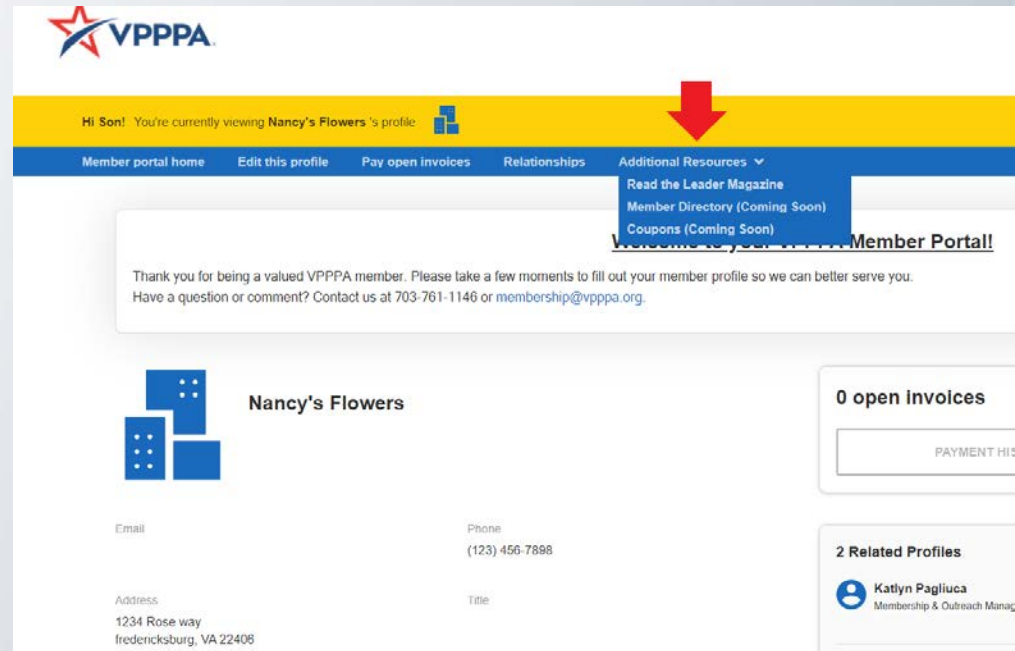
Address

City State Zip / Postal Code

Country

Additional Resources – Members Only Content

- You can access members only content and resources under the Additional Resources link in the top navigation menu
- **Leader Magazine** – Access to our award-winning quarterly magazine. Each issue features a new topic with articles written by members for members.
- **Member Directory (coming soon)** – Our member directory allows you to search by industry, state, and other parameters to find exactly the contact you are looking for.
- **Coupons (coming soon)** – Members can add any sort of special offer to other members. Coupons will appear on the Directory Listing as well as the overall Coupon Directory.



The screenshot displays the VPPPA member portal interface. At the top, the VPPPA logo is visible. Below it, a yellow banner reads "Hi Son! You're currently viewing Nancy's Flowers' profile" with a small blue icon. A red arrow points to the "Additional Resources" dropdown menu in the navigation bar, which is open to show options: "Read the Leader Magazine", "Member Directory (Coming Soon)", and "Coupons (Coming Soon)". Below the navigation bar, a message says: "Thank you for being a valued VPPPA member. Please take a few moments to fill out your member profile so we can better serve you. Have a question or comment? Contact us at 703-761-1146 or membership@vpppa.org." The main content area shows the profile for "Nancy's Flowers" with a blue logo icon. To the right, there are two summary boxes: "0 open invoices" and "2 Related Profiles", with the first profile listed as "Katlyn Pagliuca, Membership & Outreach Manager".



View Current and Past Events

- From the home page of your profile and any related profiles (for main contacts and editors), you can view current and past event history.

My Events [View all events >>](#)

June 29, 2021
CSE Critical Thinking Applications Webinar

June 3, 2021
VPPPA Labor Summit Webinar

April 20, 2021
Next Level Safety

April 13, 2021
Special Meeting of the Membership

March 16, 2021
Melvin E. James Honorary Lectures on Safety and Health

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Upload media

You have the ability to upload logos, pictures, and documents directly to your account, as well as images and videos for your directory listing, if you have an enhanced membership level.

Our Online Member Directory can display images and videos on your listing, depending on your membership level. 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 member level, the images or video will display automatically on your directory listing; if you don't have the right level it will not appear (but it will be stored in your profile).

Click the '+ Add new' button to add new content!

Upload Media

[+ Add new](#)