A Member’s Guide to the Members-Only Area

An illustrated guide to getting the most out of our interactive self-service website
VPPPA Membership has its privileges

• 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!

• The VPPPA 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.
What can I do here?

- Change password
- Pay your membership dues *(if you are the designated contact)*
- Update your personal information such as:
  - Contact info
  - Region
  - Communication preferences
  - Industry
  - Etc..
- Pay your bills (this is related to any events you are attending)
- Upload media such as your company’s logo or a profile photo
- Provide feedback by taking a survey
- Add a coupon
Log in to take control of your membership

- You will need to use your username 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.
Once logged in, you will be brought to the Member Portal Homepage.

Over the next several slides we will go over how to utilize your VPPPA membership portal.
The best parts of our website are restricted to only be used by members and their approved employees or related profiles. The “Update Password” section will allow you to change your 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.
“Profile Update” Section

• “Profile Update” will open a page that allows you to update 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
  - Communication Preferences, Region and Industry
  - Relationships you have to other profiles (including adding new profiles you are related to)
  - Social media accounts

• If you are the designated primary contact/editor for your site, you can also pay your VPPPA membership and update your profile’s roster in this section.

• If you need to be added as the primary contact, billing contact or editor to your account please contact us at membership@vpppa.org.
“Profile Update” Section

- In this section you can:
  - Update your personal information
  - Edit related company information*
  - Pay your VPPPA Membership*
  - Make roster updates*
- Once you make changes, they are submitted for approval by our association.

*You must be marked as the primary contact/editor in order to access these features

Click here to edit your information

If you are the primary contact/editor click here to toggle between your profile and your company’s profile. To make roster updates you must change to your company.

Click here to edit your company’s information

Click here to pay your VPPPA membership
The Update Form shows you all your information on file. Add as much as you can!

This information can be used on your directory listings or for communications from us.

All updates you make are submitted for approval.

Make sure to click Save at the bottom when you are finished.
• If you are your company’s Primary, Editor or Billing contact you may pay your VPPPA membership online, under the “Profile Update” section.

• Once on the profile update page select “view invoices” for the company you would like to pay dues for. This will bring you to the online bill pay and display any open invoices for your company.

• If you need access to pay your company’s dues, please contact us at Membership@vpppa.org
“Profile Update” Section- Paying Membership Dues

- Select the invoice you would like to pay.
- If you need a PDF/printable version of your invoice, select the “view” button.
- Once you have selected the invoice you will be prompted to fill out your payment information below.
- After you have entered the payment select “Accept payment” and an email with your receipt will be sent to you.
- If you need to update your invoice/payment amount, please contact us at membership@vpppa.org
“Pay Your Bills”

• In this section you will be able to see any invoices related to YOU, not your company.

• 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 Invoice Number to print a copy for your records.
“Update Media”

• Our Online Member Directory can display images and videos on your listing, if your listing type allows it. 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 things like:
  • Business logos
  • Embedded videos
  • Photos
“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.
“Add Coupon” and “Submit an Event”

- **Add A Coupon**: Select “New Coupon” to add any sort of coupon or special offer to members.
- **Submit an Event**: In this section you can submit events that your company is hosting. Once you complete the form and submit, the event will await staff approval.
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.
Questions, Comments, Concerns

If you have any questions, comments, concerns or need assistance please don’t hesitate to contact us at either 703 761 1146 or membership@vpppa.org

Thank you for being a member of the VPPPA!