

A Member's Guide to the Members-Only Area Georgia Food Industry Assoc. - GFIA

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

Brought to you by



The screenshot displays the member portal for the Georgia Food Industry Association (GFIA). At the top, the GFIA logo and name are on the left, and navigation links for HOME, MEMBER BENEFITS, CALENDAR OF EVENTS, and CONTACT US are on the right. Below this, a dark blue header shows a personalized greeting: "Hi Jane Doe! You're currently viewing your personal profile" with a user profile icon. To the right of the greeting are links for "Change Password" and "Log Out". A secondary navigation bar contains links for "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Member Resources" with a dropdown arrow.

A central white box contains a welcome message: "Welcome to Our NEW Member Portal! – Here you have online account access where you can update your company and employee profiles, download and pay invoices, and search for your fellow GFIA members."

The main content area is divided into two columns. The left column features a user profile for Jane Doe, Office Manager, with a placeholder profile picture. Below the profile, contact information is listed: Email (jane@company.com), Phone ((770) 438-7744), Address (5020 Highlands Pkwy, Suite 200, Smyrna, GA 30082), and Title (Office Manager).

The right column contains two boxes. The top box, titled "There are no open invoices", includes a "PAYMENT HISTORY" button and a prominent "PAY INVOICES" button. The bottom box, titled "1 Related Profiles", offers links to "Add a profile" and "View and edit all >>". Below these links, a profile for "Georgia Food Industry Association, Inc." is shown, with contact details: admin@gfia.org and (770) 438-7744.

At the bottom, a "My Events" section features a "View all events >>" link and lists an event: "July 14, 2021 GFIA Convention Registration 2021".



Membership has its privileges

- Our website is powered by MemberClicks by Personify, the association industry's most powerful Association Management Software system.
- Membership in GFIA offers exclusive benefits that only members and/or their employees can take advantage of.
- Some areas of our website are members only access (like our digital directory) and require a valid log in.
- The pages in this guide will teach you how to log in and update your company and employee profile information, as well as access members only information.
- Please add members of your team, as well as any government affairs contacts to your company profile so that everyone will receive our industry updates and event info.

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) [as well as enroll in ARB (Automatic Recurring Billing)]
- Access members only content
- Upload media (company logo, staff pictures, directory photo gallery and video)
- Change your password

The screenshot shows the GFIA member portal. At the top, the GFIA logo is on the left, and navigation links for HOME, MEMBER BENEFITS, CALENDAR OF EVENTS, and CONTACT US are on the right. Below the navigation bar, a dark blue header displays the user's name 'Hi Jane Doe!' and a profile picture icon, with links for 'Change Password' and 'Log Out'. A secondary blue bar contains navigation options: 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Member Resources' with a dropdown arrow.

A central white box with a blue border contains a welcome message: *Welcome to Our NEW Member Portal! – Here you have online account access where you can update your company and employee profiles, download and pay invoices, and search for your fellow GFIA members.*

The main content area features a profile card for Jane Doe, Office Manager. It includes a placeholder profile picture, her name and title, and contact information: Email (jane@company.com), Phone ((770) 438-7744), Address (5020 Highlands Pkwy, Suite 200, Smyrna, GA 30082), and Title (Office Manager).

To the right of the profile card is a box titled 'There are no open invoices' with two buttons: 'PAYMENT HISTORY' and 'PAY INVOICES'.

Below that is a box titled '1 Related Profiles' with links 'Add a profile' and 'View and edit all >>'. It lists 'Georgia Food Industry Association, Inc.' with contact details: admin@gfia.org and (770) 438-7744.

At the bottom left is a 'My Events' box with a 'View all events >>' link. It lists an event: 'July 14, 2021 GFIA Convention Registration 2021'.



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.
- 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?](#)



Switch Profiles

- If you are the main contact or an Editor of related organization profiles, you will be able to easily switch the profile you are editing at any time!
- Make sure to save any edits before you switch to another profile!

The screenshot displays a user interface for a demo association. At the top left, the logo for 'JUST AN EXAMPLE DEMO ASSOCIATION' is visible. Below the logo, a message reads 'Hi Gloria! You're currently viewing your personal'. A navigation bar at the bottom contains several menu items: 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Additional Resources' with a dropdown arrow. A 'Switch Profile' modal is open in the center, showing a list of profiles. The first profile is 'Gloria Gaynor' with a person icon. The second profile is 'Freddy's Frozen Custard' with a red logo. At the bottom of the modal is a 'Log Out' button. The modal has a close button (X) in the top right corner.



Edit This Profile

This link will open a page that allows you to update much of the information on your profile. 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.

You can edit the following information:

- Name, address, and other basic contact information
- Directory Listing category and descriptions
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts

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 have the right permissions, you can also edit the profiles related to your organization.



Hi Jane Doe! You're currently viewing your personal profile



[Change Password](#)

[Log Out](#)

[Member portal home](#)

[Edit this profile](#)

[Pay open invoices](#)

[Relationships](#)

[Member Resources](#) ▾

Profile Edit

 **Jane Doe**
Office Manager

[CANCEL](#)

[SAVE AND CONTINUE EDITING](#)

[SAVE THIS PROFILE](#)

General Information

[Additional Addresses](#)

[Additional Phones](#)

[Additional Emails](#)

[Social Media](#)

First Name

Jane

Last Name

Doe

Suffix

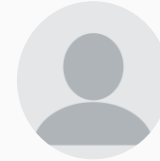
Organization Name

Report Name for Sponsor Listings & Name Badges

Jane Doe

Title

Office Manager



[Update this profile photo](#)


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.


The screenshot shows the GFIA member portal interface. At the top, the GFIA logo and name are displayed, along with navigation links for HOME, MEMBER BENEFITS, CALENDAR OF EVENTS, and CONTACT US. Below this, a dark blue header bar shows the user's name 'Hi Jane Doe!' and options to 'Change Password' and 'Log Out'. A secondary blue bar contains navigation links: 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Member Resources'. The main content area features a user profile for 'Jane Doe' with an 'ADD A PROFILE' button. Below this is the 'Related Profiles' section, which states 'There are 1 relationships'. A table displays the relationship details, including columns for Main Contact, Billing Contact, Editor, Receives GFIA Emails & Publications, Name, Title, Email, Phone, and Relation Type. The table contains one entry for 'Georgia Food Industry Association, Inc.' with an 'ADMIN' role and an 'Employer' relation type. A 'Show 20' dropdown and pagination controls are located at the bottom of the table.

Georgia Food Industry Association, Inc.

HOME MEMBER BENEFITS CALENDAR OF EVENTS CONTACT US


Hi Jane Doe! You're currently viewing your personal profile  [Change Password](#) [Log Out](#)

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

 Jane Doe [ADD A PROFILE](#)

Related Profiles

There are **1 relationships**

Main Contact ⇅	Billing Contact ⇅	Editor ⇅	Receives GFIA Emails & Publications ⇅	Name ⇅	Title ⇅	Email ⇅	Phone ⇅	Relation Type ⇅	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Filter by name"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter by email"/>	<input type="text" value="Filter by p"/>	<input type="text" value="Filter By Type"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Georgia Food Industry Association, Inc.		admin@gfia.org	(770) 438-7744	Employer	ACTIONS ▾

Show 20 ▾ << < 1 > >>



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, [as well as Enable ARB (Automatic Recurring Billing) even if you don't have an open dues invoice]

3 open invoices

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

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

Renewals

Sponsorship Yearly (starting on 11/01/2019)	\$555
---	-------

[ENABLE AUTOMATIC RECURRING BILLING](#)

Enter credit card details to automatically pay your renewal fee each time

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

<< < 1 > >>

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
- [If you would like to be automatically charged on your renewal schedule, you will see a checkbox above the Submit Payment screen detailing the amount and when you will be charged (annually, quarterly, monthly)]

Payment details **\$450**

Name On Card

Card Num

Security Code Month Year

Address

City State Zip / Postal Code

Country



Enable ARB (Automatic Recurring Billing)

- If you would like to have your credit card charged automatically for membership on your membership schedule (annual, quarterly, monthly), you can Enable ARB (Automatic Recurring Billing) at any time
- If you have an open dues invoice, when you go to pay the invoice, there will be a checkbox on the payment details screen allowing you to opt in to ARB
- If you do not have an open invoice, you can enable ARB from the Renewals section of the Members Only home page

Automatically charge my credit card for \$105 every month

CANCEL **SUBMIT PAYMENT**

Renewals

Sponsorship
Yearly (starting on 11/01/2019) \$555

ENABLE AUTOMATIC RECURRING BILLING

Enter credit card details to automatically pay your renewal fee each time




Additional Resources – Members Only Content

You can access members only content and resources under the Additional Resources link in the top navigation menu

Georgia Food Industry Association, Inc.

HOME MEMBER BENEFITS CALENDAR OF EVENTS CONTACT US

Hi Jane Doe! You're currently viewing your personal profile  Change Password Log Out

Member portal home Edit this profile Pay open invoices Relationships **Member Resources** ✓

- Digital Directory
- Calendar of Events
- GFIA Convention Schedule
- ExpressLine Newsletter Issues

Welcome to Our NEW Member Portal! – Here you have online account access. Here you can update your company and employee profiles, download and pay invoices, and search for your fellow members.

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.

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

Upload Media

[+ Add new](#)



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

Check out other areas of our website

- To access any of the public resources on our site and check out your Directory listing, you can use the links at the top of the portal



Georgia Food Industry Association, Inc.

[HOME](#)

[MEMBER BENEFITS](#)

[CALENDAR OF EVENTS](#)

[CONTACT US](#)

Hi Jane Doe! You're currently viewing your personal profile



[Change Password](#)

[Log Out](#)

[Member portal home](#)

[Edit this profile](#)

[Pay open invoices](#)

[Relationships](#)

[Member Resources](#) ▾