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

MemberClicks
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
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.
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!
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
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.
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.
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].
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.

<table>
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<tr>
<th>Due date</th>
<th>Invoice date</th>
<th>Invoice</th>
<th>Invoiced profile</th>
<th>Description</th>
<th>Item amount</th>
<th>Paid</th>
<th>Due</th>
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<td>7/16/2020</td>
<td>7093</td>
<td>Freddy’s Frozen Custard</td>
<td>Dues</td>
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</tbody>
</table>
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)]
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.
Additional Resources – Members Only Content

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