A4L Community

Member Portal

https://www.A4L.org



Introduction

Following our recent communications, we are delighted to confirm that our new Member Portal and A4L Community Site is now live!

As a member of the A4L Community, you have access to many self-service and exclusive benefits. To ensure only Members receive these benefits, these areas still require a valid login.

Gaining Access

Once your membership has been processed, and you have a Username and Password, you can use it to access any Member-only area, including the ‘new’ Member Portal’, the A4L Community Site and the SDPC Resource Registry. Premium members will also gain access to the SIF Certification Program for testing, SDPC API and discounts on event registrations.

If you have forgot your password, no worries! Click ‘Forgot your password’ or ‘forgot username’ and enter the email address associated with your profile. You will then be emailed a link to reset your password.

(HINT: You might want to try your email address as your username.)

NOTE: To receive the link via email, the email address you enter must be the email address in your membership profile.



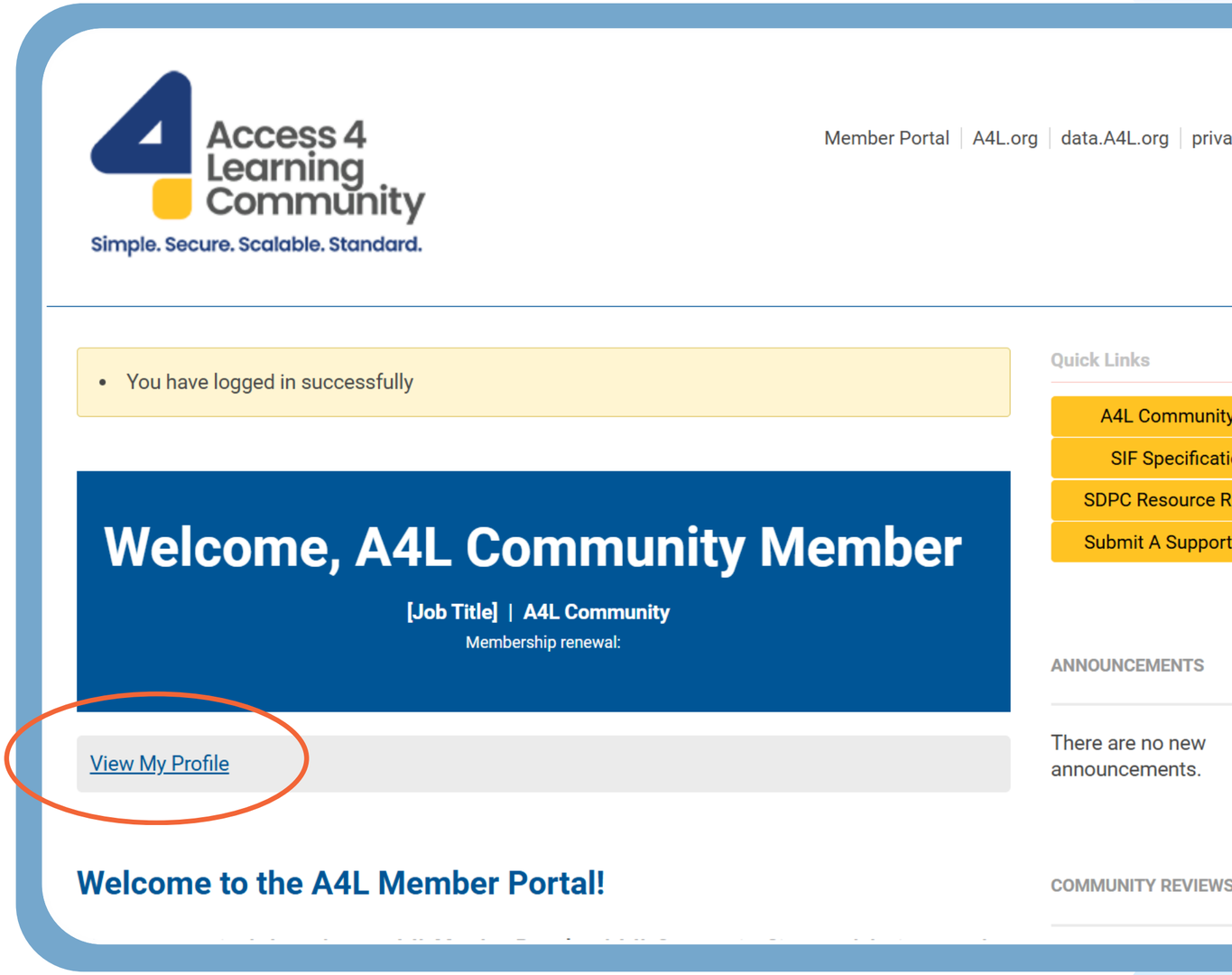
Making Changes to Your Profile

If you click on ‘View My Profile’, you can make additional changes to your profile.

In this area you can:

- Change your profile picture
- Change your password
- Manage how we contact you
- View past emails we have sent you
- View a list of all your invoices
- View all forms that you have submitted

Make sure you click ‘Save’ once you have made your changes.



Key Contacts

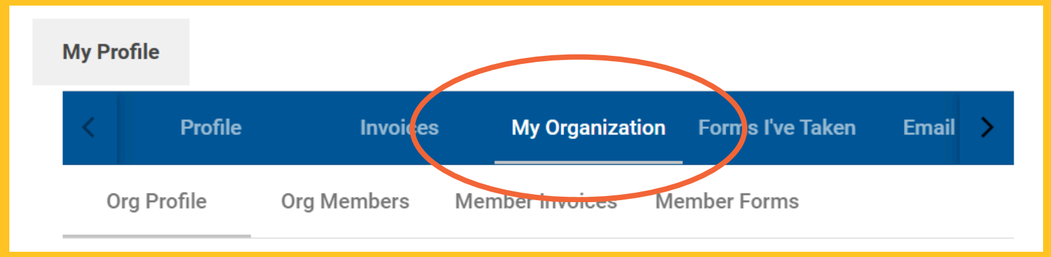
Key Contacts are specific linked profile(s) who are viewed as the organization's manager. An organization may have one Key Contact, or all of the Linked Profiles may be designated as Key Contacts.

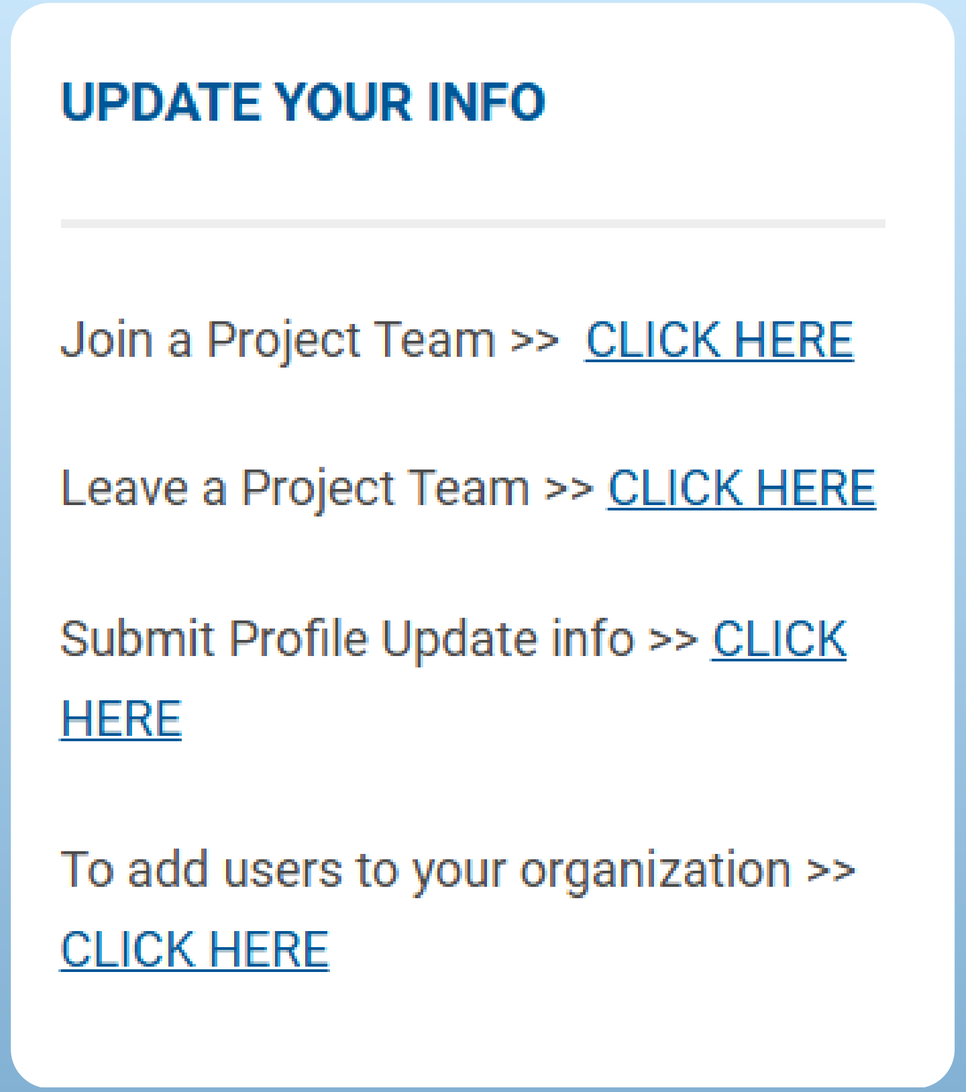
The Key Contact(s) can:

- Pay membership dues, event & store order invoices on behalf of the organization
- Edit and update the organization's profile they are linked to
- Edit and update other profiles linked to their organization
- Register other Linked Profiles (organization contacts) for events.

If you are the Key Contact to an Organization, you are able to make changes to the organization profile through your individual profile. Click on My Organization to make changes. Don't forget to click 'Save' when you have finished.

NOTE: The email address shown on the My Organization information is where your membership renewal notifications / invoice will be sent.





Updating your information

You can update your information, join a Group, our add Users to your Organization Profile at any time.

Just go to the ‘Member Portal’ home page and select the relevant link from the ‘Update Your Info’ section on the right-hand side.

Renewing Your Membership

Key Contacts can renew their organizational membership in one of two ways:

OPTION ONE:
Click on the ‘renew your membership today’ hyperlink in the renewal notification sent to you (this will be sent to the organization email, which you can find listed in your Organization Profile)

OPTION TWO:
Login to the Member Portal and click on the ‘renew’ button in your profile.

Invoices can be paid directly by credit card online, or downloaded to submit through your internal channels.



View/Pay Your Invoices

Under ‘My Profile’ you have the ability to display your invoices.

View Invoices: This area will show you past paid invoices and open invoices that you are able to pay. To open any of these invoices, simply click on the Invoice ID to view the invoice.

Once you have clicked on the Invoice ID, you have the option to pay an open invoice or download an invoice.

Paying an Invoice: Paying an invoice couldn’t be easier. Simply click on the button at the bottom ‘Pay Now’. Our payment area will come up for you to enter your card and billing information.





Message History

The Message History are will show you all of the emails that the A4L Community has sent to your personal inbox. If you ever delete an email, there is a full record kept in this area of your profile. Simply click on the subject line to open the body of the email.

Having a hard time receiving emails? Whitelist our email address.

Click here to see how.



Get in Touch

If you have any questions,
please don’t hesitate to contact us!

support@A4L.freshdesk.com