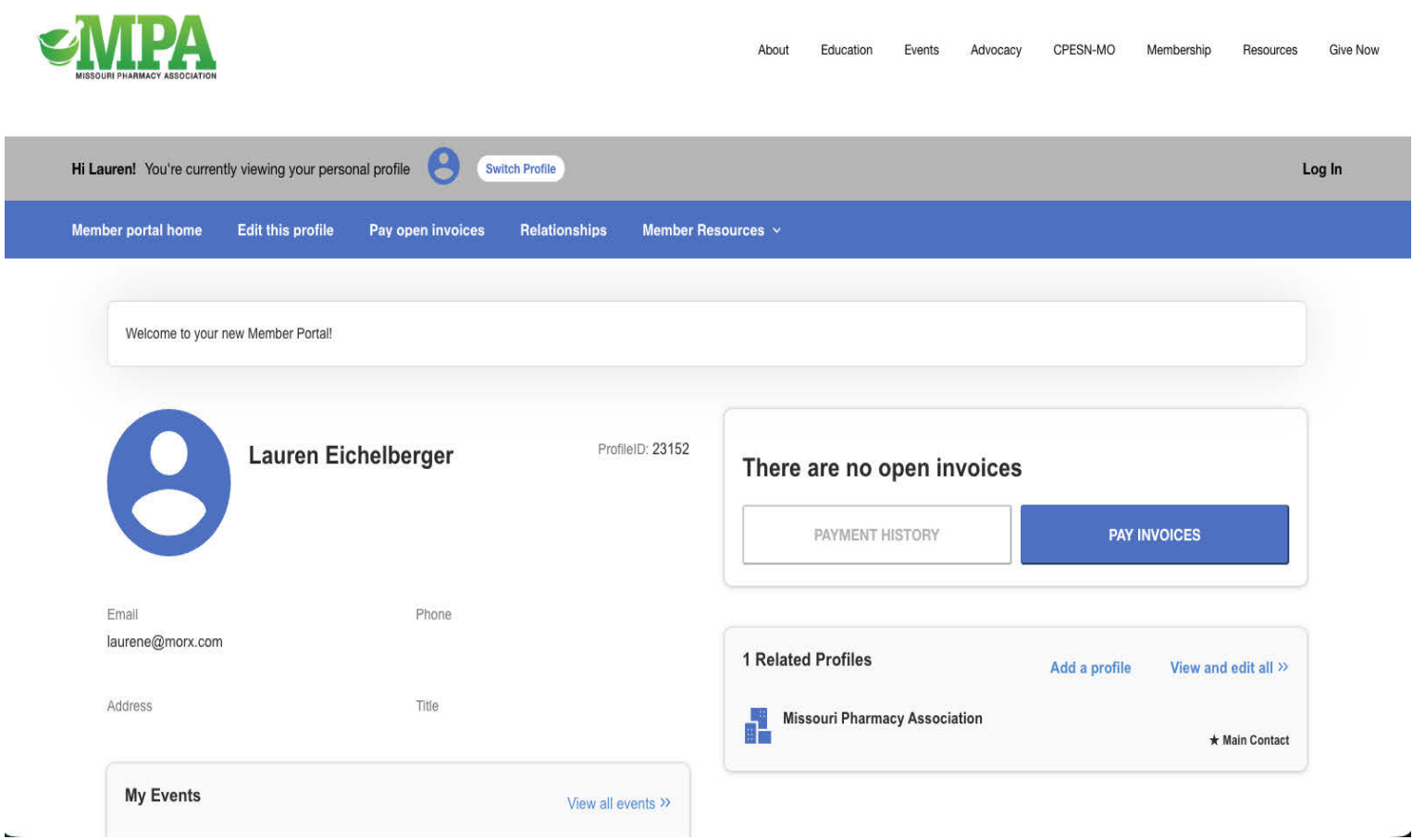
A Members' Guide to the Members-Only Area

Missouri Pharmacy Association

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



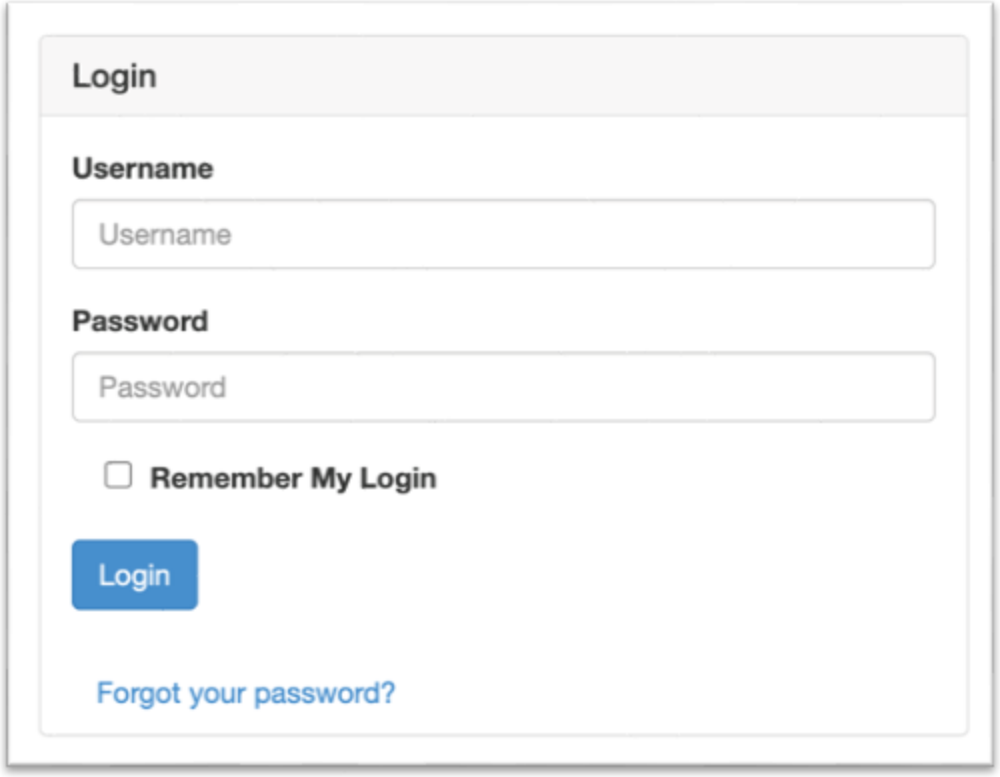
Personify MemberClicks

Membership has its privileges

- Our website is powered by MemberClicks Trade by Personify, the association industry's most powerful Association Management Software system.
- 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!

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 ‘Forgot your password?’ link to receive an email with a password reset link



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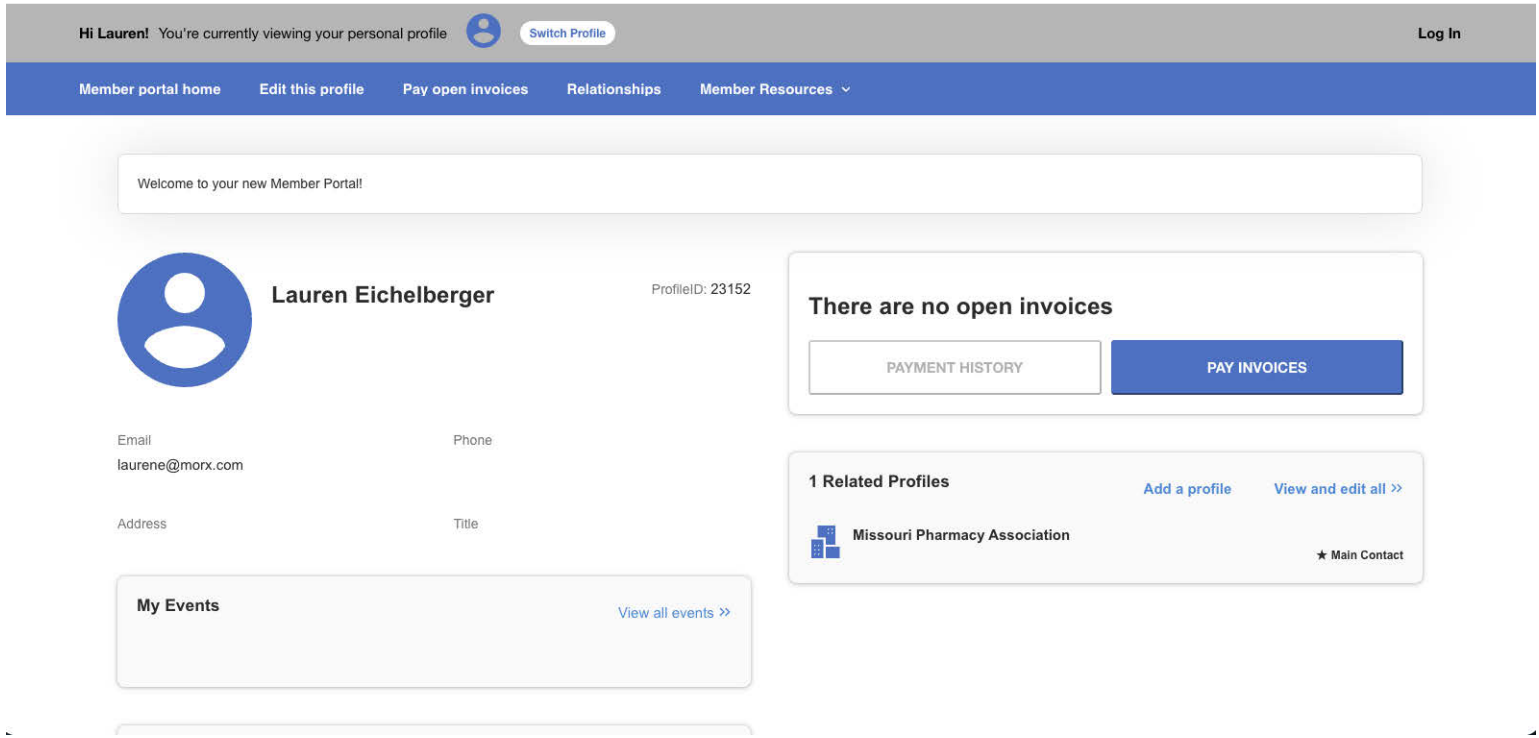
Your Member Portal Home: What Can You Do Here?

- Update your contact information (and organization's information, if you're the main contact or an editor)
- Manage engagement preferences
- Manage relationships
- Pay invoices for any related profiles (main contacts/editors)
- Access members-only content
- View [and edit] your event registrations
- Upload files and images (e.g. company logo, staff pictures, videos, etc.)
- Change your password



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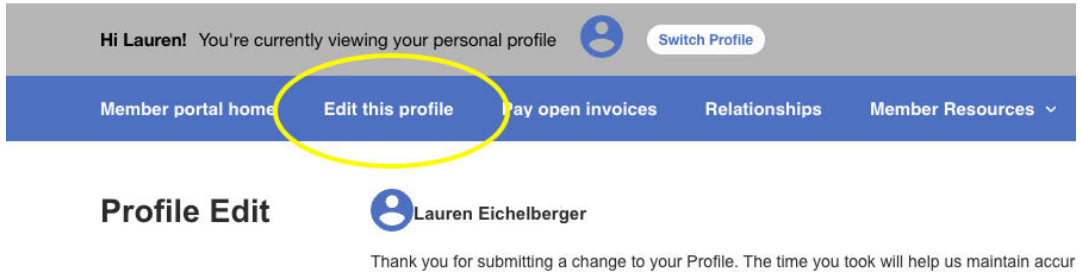
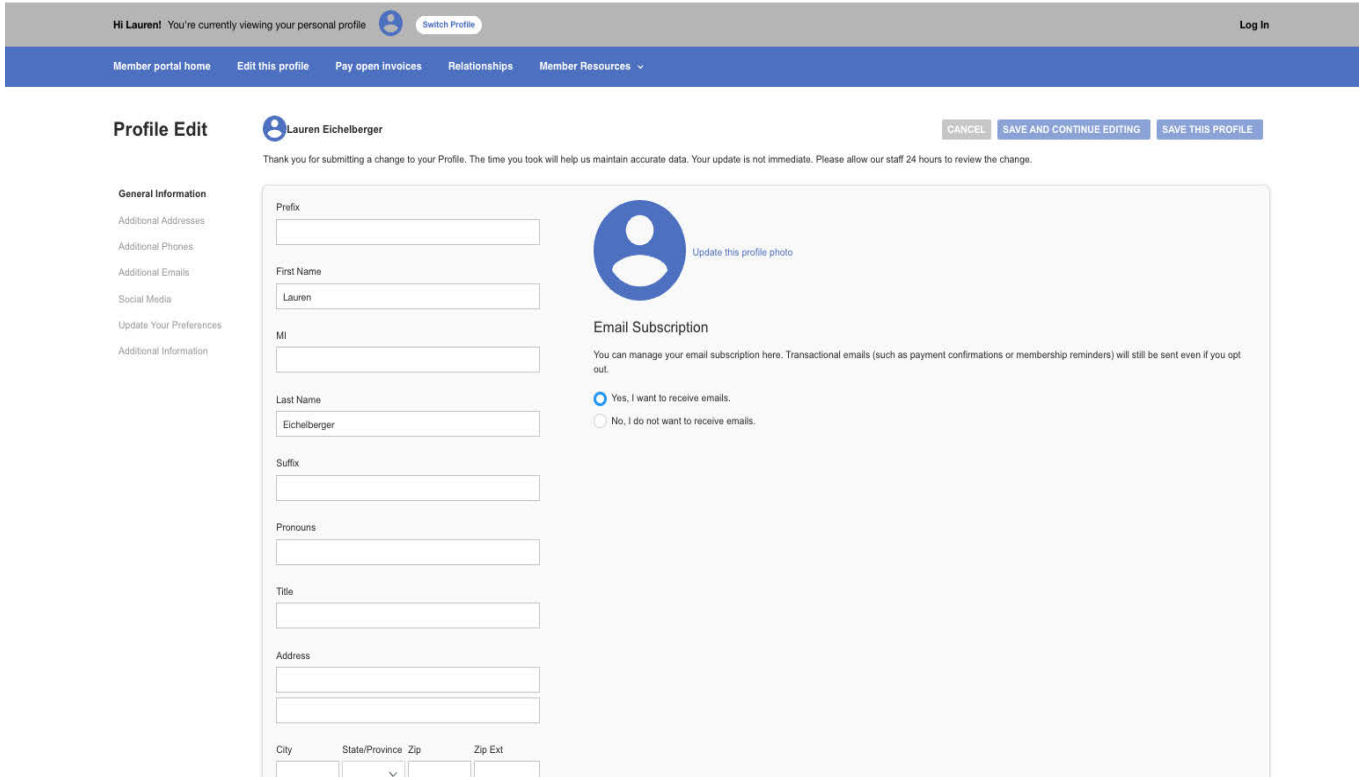
Edit Your Profile



This link will open a page that allows you to update much of the information on your profile. This helps us ensure we always have the latest information about you and your business.

Once you save your changes, they will be submitted for approval by our association.



You can edit the following information:

- Name, address and other basic contact information
- Manage affiliations and custom fields
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts

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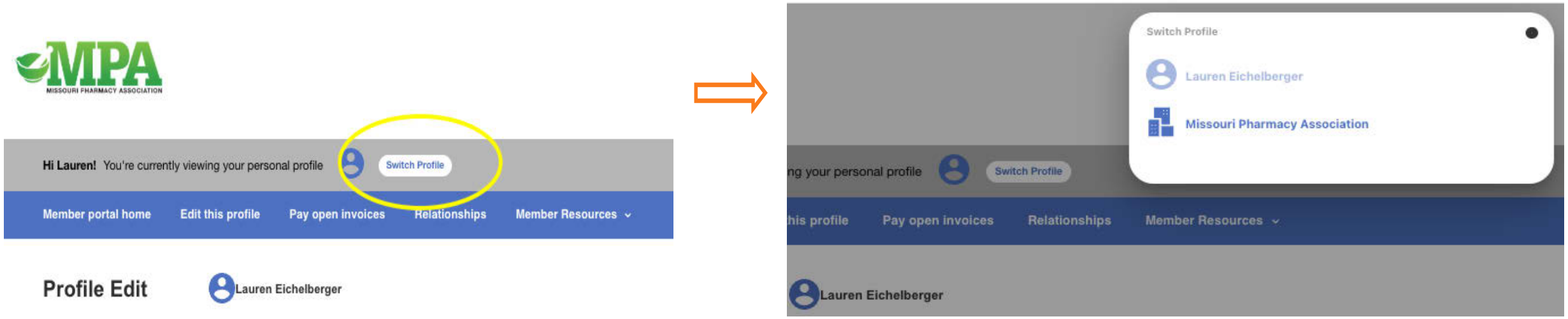
Switch Profiles

- If you are a main contact or an editor for your related organization(s) profiles, you can click Switch Profile at any time to edit additional profiles.
- If you have the right permissions, you can also edit the profiles related to your organization.
- Make sure to save any edits before you switch to another profile!



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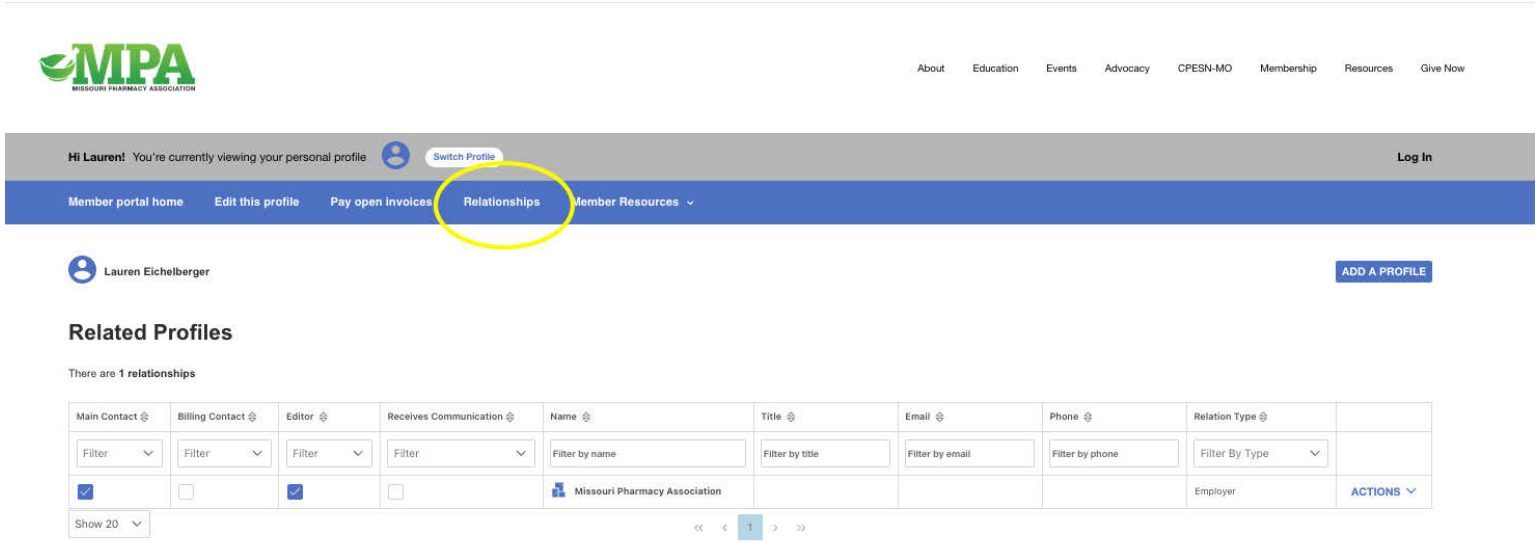
Relationships

- 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 your changes



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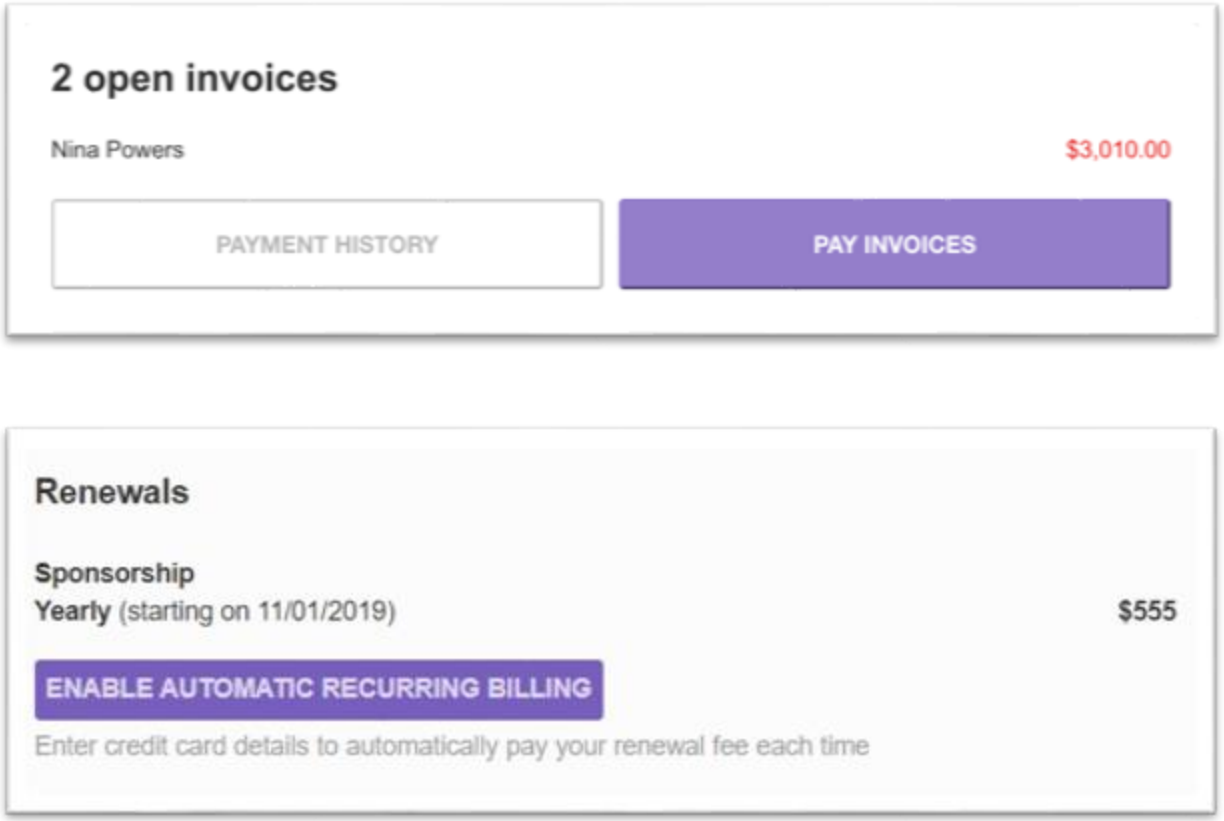
View Invoices & Renewal Information

- From the Members Portal 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
- [From here, you can also enable ARB (Automatic Recurring Billing), even if you don't have an open dues invoice]



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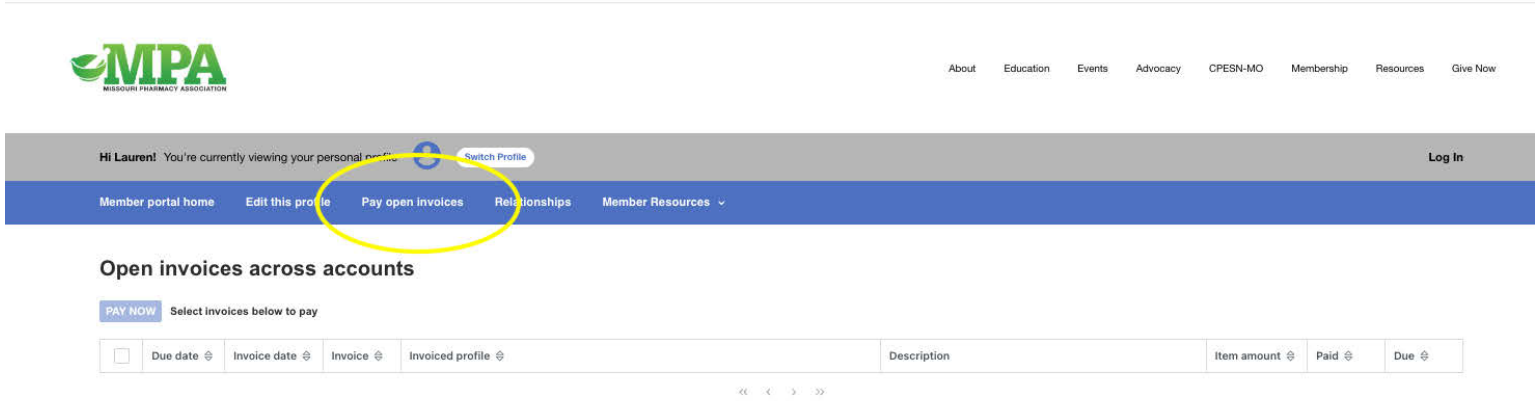
Pay Open Invoices

- Click *Pay Open Invoices* from top navigation menu or the *Pay Invoices* button on the right side of the Member Portal Home page
- Main Contacts and Editors will see company invoices, while 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.



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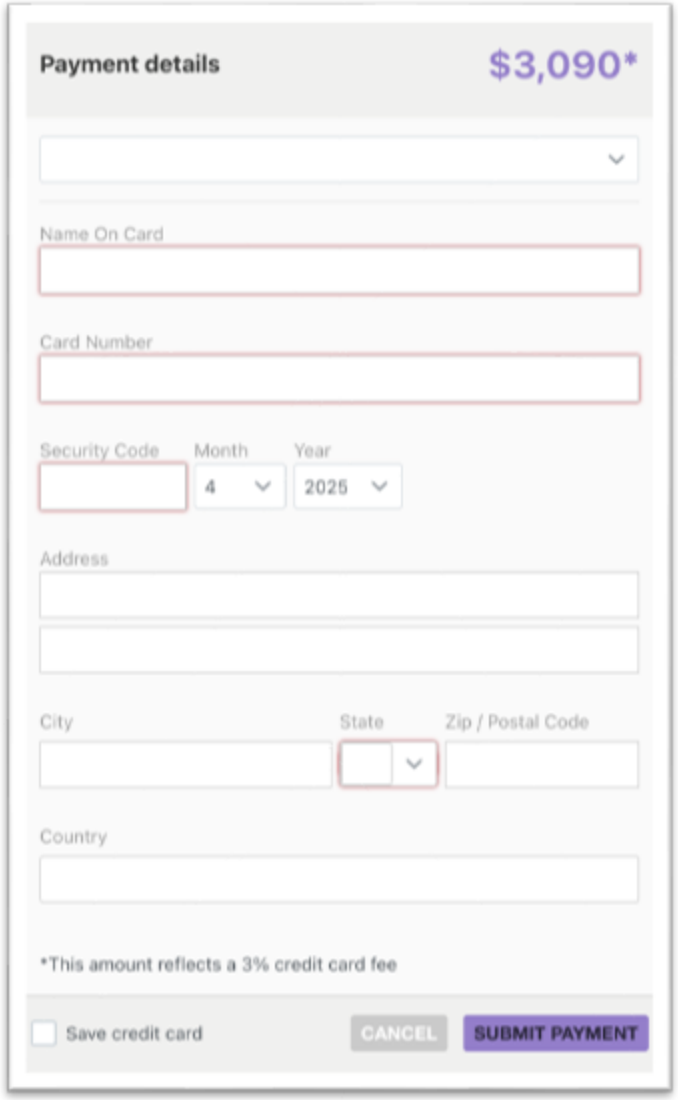
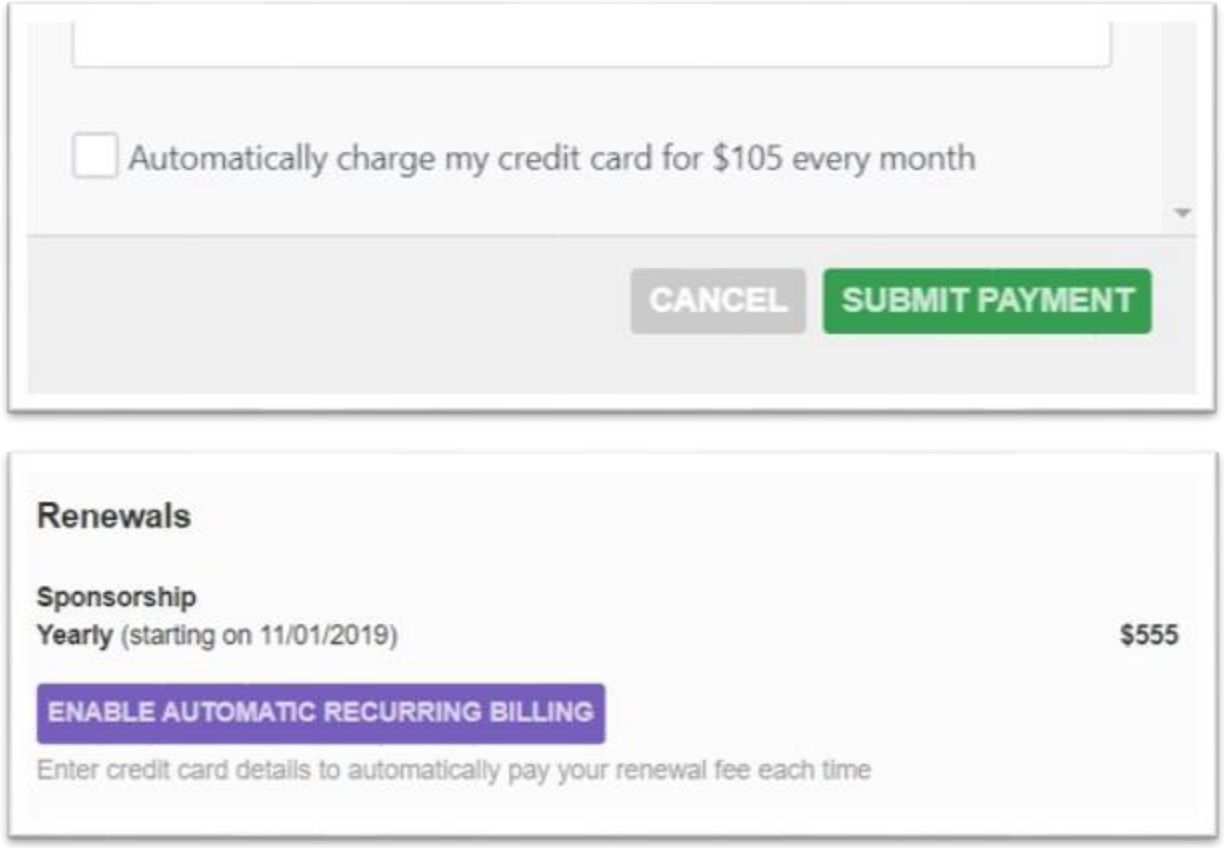
Paying Invoices

- 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 payment address 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]



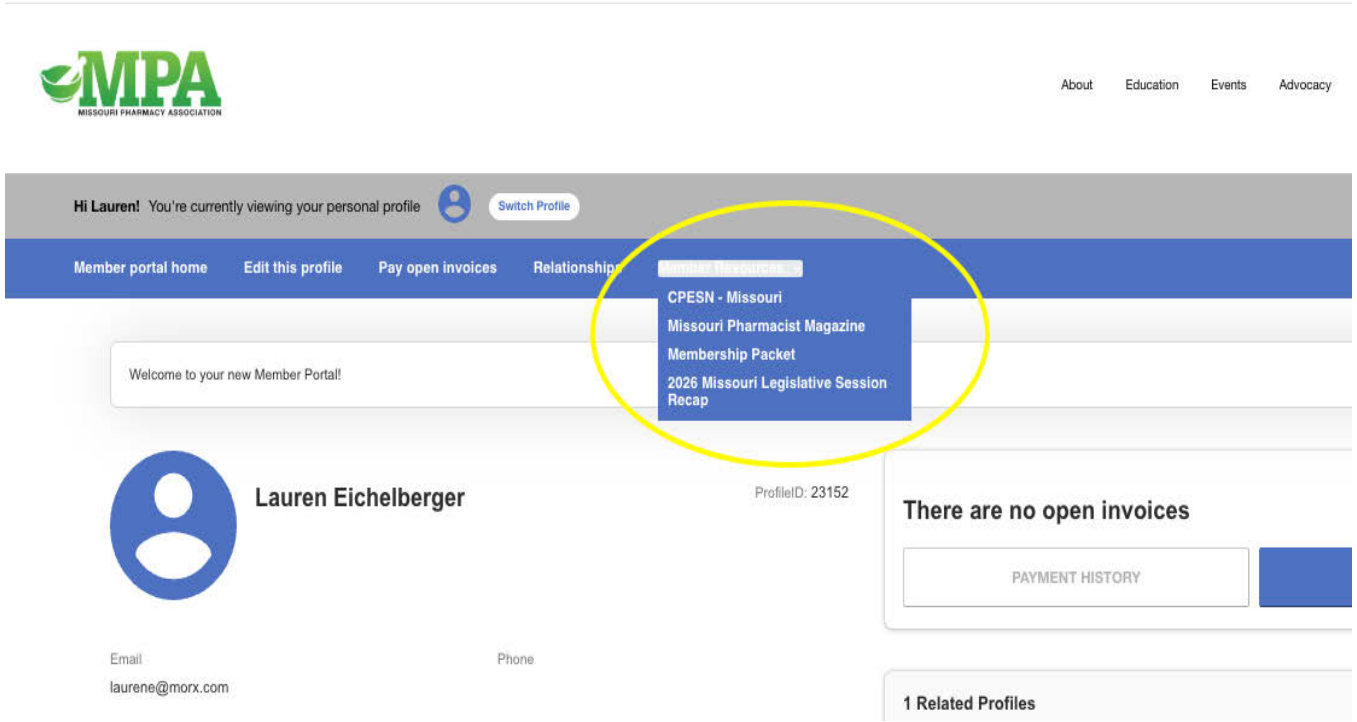
Enable ARB

- If you would like to have your credit card charged automatically for PPAC and MO Pharmacy Foundation donations 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



Member Resources: Members-Only Content

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



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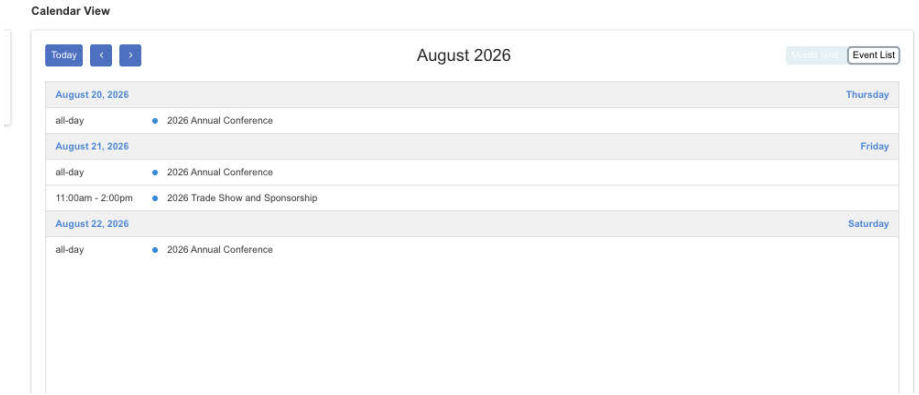
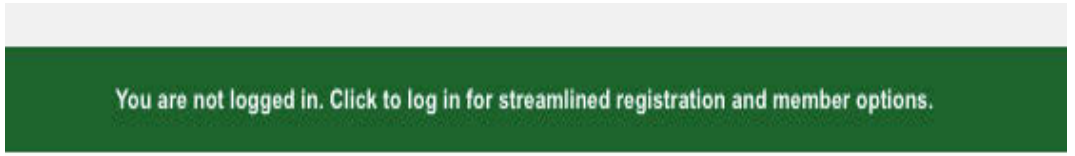
Your Events & Registrations

- View events where you're registered as an attendee or have access to edit the profile assigned to the organization behind the registration.
- Depending on the event, you may be able to edit attendee information and/or cancel your event registration from your Member Portal home page.



Make sure to take advantage of discounts for event registrations!

- Many of our events offer exclusive discounts for members and their employees.
- Look for the login information to ensure you get every discount you deserve



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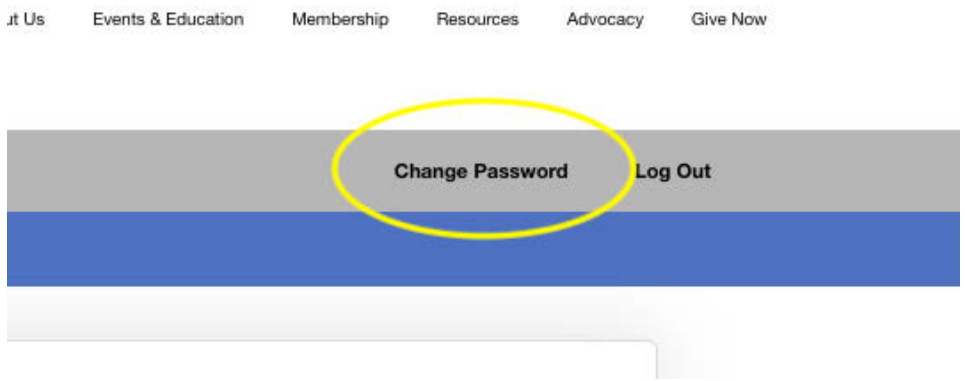
Change your password

- The best parts of our website are restricted for use by members and their approved employees or related profiles.
- You can change your password at any time on the top right menu of the Member Portal home 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.



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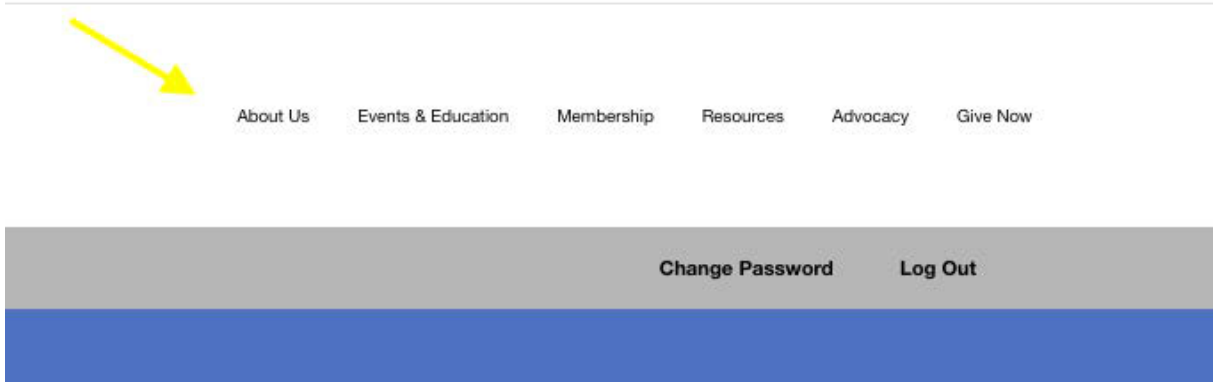
Check out other areas of our website

- To access any of the public resources on our site you can use the links at the top of the portal