

# New NWA Website – Log-in Instructions



## 1. If you had a profile in our old system:

- a. Go to “Log-in” in the top right corner
- b. Click “Forgot your Password”
- c. Enter your email
- d. You will receive an email with a link to set your password

## 2. If you didn’t have a profile in our old system:

- a. Go to “Log-in” in the top right corner
- b. Where it says “Don't have an account?” Click “Register here”
- c. Fill out the Individual Account info and click “Register” at the bottom when done
- d. When you’re done, call us at 202-232-5492 and say, “I need to be linked to my organization.” **We must link you in order for you to receive member benefits**

## 3. If you’re not sure if you had a profile:

- a. You can call us and we can check (202-232-5492)
- b. Or you can try #1 (above) to see if the system recognizes your email

What your user profile (“Dashboard”) will look like:

The screenshot shows the user dashboard for Samantha Lee. At the top right, a red box labeled "Log-in & Log-out here" points to the "log-out" link in the navigation bar. Below the navigation bar, a red box labeled "Events: Shows upcoming events and a 'register' button for you to register." points to the "Events" tab in the dashboard menu. Another red box labeled "Purchases: Shows your receipts and invoices. You can print receipts and also pay your invoices here. Yellow circle indicates an unpaid invoice." points to the "Purchases" tab, which has a yellow circle with the number "1" next to it. A third red box labeled "Subscriptions: Manage your NWA e-publication subscriptions (subscribe to Monday Morning Report, etc. here)." points to the "Subscriptions" tab. The dashboard also displays the user's profile information, including name, title, badge name, member ID, contact information, and membership status.

Hi Samantha! My Account | about NWA | contact | faq | log-out | store | search

**Events:** Shows upcoming events and a “register” button for you to register.

**Purchases:** Shows your receipts and invoices. You can print receipts and also pay your invoices here. Yellow circle indicates an unpaid invoice.

**Subscriptions:** Manage your NWA e-publication subscriptions (subscribe to Monday Morning Report, etc. here).

**Log-in & Log-out here**

MEMBERSHIP

PROSPECTIVE MEMBERS

BENEFITS AND LEVELS

FAQ

APPLY

EXISTING MEMBERS

LOG OUT

## Dashboard

Profile | Events | Purchases **1** | Subscriptions

**SAMANTHA LEE**  
Communications, Media, & Marketing Coordinator

**Badge Name** Samantha | **Member ID** 7948

**Contact Information**  
email: slee@nwica.org  
office: (202) 232-5492

**Membership Status**  
ACTIVE

**Membership Type**  
UNDEFINED

**ONLINE COMMUNITY**  
Coming soon: Member online community with member directory, private groups, discussion forums, file sharing, and more!