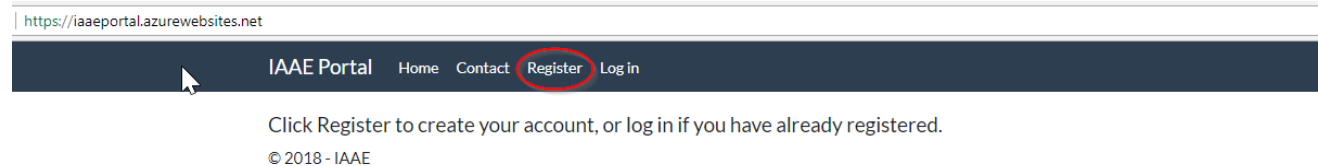


User Guide

IAAE Portal

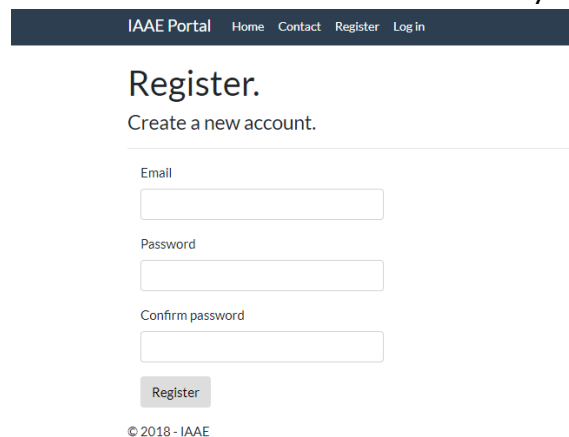
Register to use the Portal

1. Go to <https://iaaeportal.azurewebsites.net/> or click on "IAAE Membership Portal" on indianaaged.org
2. Click on "Register" to create an account.



3. Register for your account with an email and password. Your password will require:
 - a. Non-letter and non-digit character
 - b. Number
 - c. Lower case letter
 - d. Upper case letter

Note: You will need access to the email to confirm your registration.

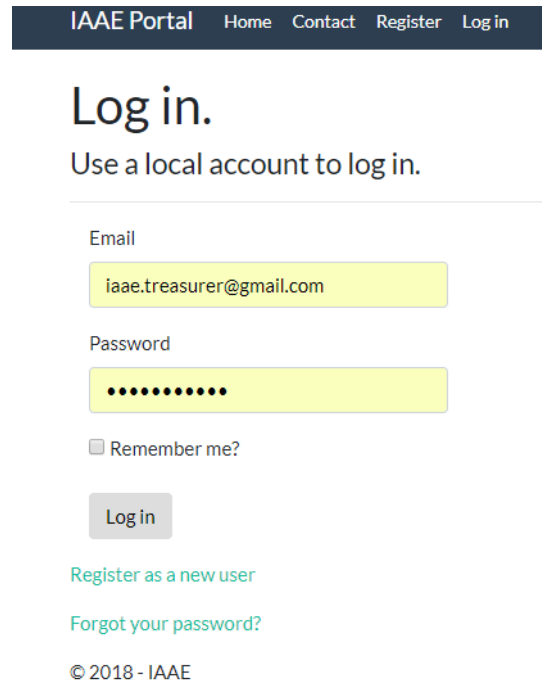


The screenshot shows the registration form on the IAAE Portal website. The navigation bar at the top includes links for IAAE Portal, Home, Contact, Register, and Log in. The main heading is "Register." followed by the instruction "Create a new account." Below this, there are three input fields: "Email", "Password", and "Confirm password". A "Register" button is located below the input fields. At the bottom of the form, there is a copyright notice: "© 2018 - IAAE".

4. Click Register. A confirmation email will be sent to the email account used in creating your account for the IAAE Portal. Go to your email and follow the message's instructions.

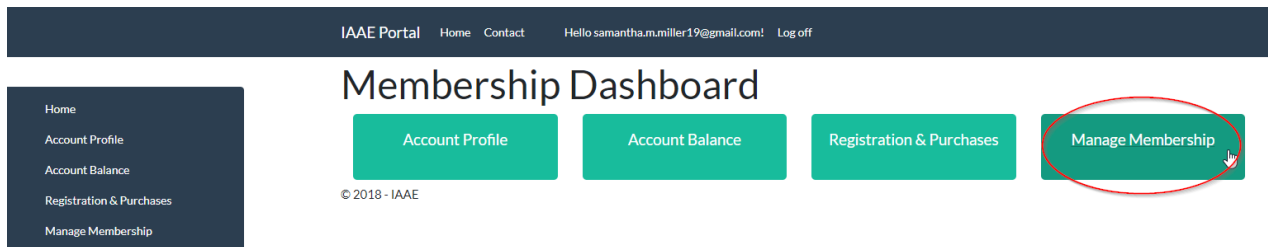
Register as an IAAE Member

1. Log on to the portal.



The screenshot shows the IAAE Portal login page. At the top, there is a dark blue navigation bar with the text "IAAE Portal" and links for "Home", "Contact", "Register", and "Log in". Below the navigation bar, the heading "Log in." is displayed in a large, dark font. Underneath, the instruction "Use a local account to log in." is shown. The login form includes an "Email" field with the text "iaae.treasurer@gmail.com", a "Password" field with ten black dots, and a "Remember me?" checkbox. A "Log in" button is positioned below the password field. At the bottom of the form, there are two links: "Register as a new user" and "Forgot your password?". The footer of the page contains the copyright notice "© 2018 - IAAE".

2. Click "Manage Membership."



The screenshot displays the IAAE Portal Membership Dashboard. The top navigation bar includes "IAAE Portal", "Home", "Contact", and a user greeting "Hello samantha.m.miller19@gmail.com!" with a "Log off" link. On the left side, there is a dark blue sidebar menu with the following items: "Home", "Account Profile", "Account Balance", "Registration & Purchases", and "Manage Membership". The main content area features the heading "Membership Dashboard" and four teal-colored buttons: "Account Profile", "Account Balance", "Registration & Purchases", and "Manage Membership". The "Manage Membership" button is circled in red, and a mouse cursor is pointing at it. The footer of the page shows "© 2018 - IAAE".

3. Click "Register."

Membership Informati

Membership Type None

Membership Expiration

Approval Status N/A

Register

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4. Select the appropriate Membership "Type." Then click "Register."

Register as an IAAE Member

Membership Type

None

Membership Expiration

6/1/2018

By pressing Register you agree to pay the relevant fee listed below

Register

Cancel

5. Notice the lists the current membership fees for the different "types" of membership at the bottom of the page. Additionally, the "Membership Expiration" will always say the next June 1st (e.g. For registration during July 2018, membership will expire June 1st, 2019).
6. Click "Register" on this page; you will immediately be taken to your "Account Transactions" page so you can pay right away via PayPal or check or download an invoice for payment later.

Pay Your Account Balance

1. Click "Account Balance" on the front page. *Note: You will also see your Account Balance on your home screen if you have any balance on your IAAE account.*

Membership Dashboard

Account Profile

Account Balance

Registration & Purchases

Manage

Account Balance: \$85.00

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2. Select the items, registrations, or membership you would like to pay for and click "Submit Payment."

Note: You can also select items and click "Create Invoice" or "Create Receipt" to create invoices and receipts for your use and records. Invoices and receipts will be downloaded as .PDFs.

UserName

samantha.m.miller19@gmail.com

Submit Payment Create Invo

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3. From the drop down menu, select how you would like to pay (PayPal or Check/Other). Click "Submit." *Note: You will see other information on this screen including our 3% fee for PayPal transactions.*

Payment

Amount

\$85.00

Payment Method

PayPal ▼

Submit

4. IF YOU SELECT CHECK:

- a. You will still see a balance on your account until the IAAE Treasurer has received the check and posted it to your account.
- b. You will see the payment on your "Account Balance" page, but your account balance will remain the same until payment is received.

5. IF YOU SELECT PAYPAL:

- a. You will be taken to PayPal.com to pay for your IAAE items. Please follow the prompts on PayPal.com to pay via credit or debit card.
- b. You will still see a balance on your account until the IAAE Treasurer has processed your payment from PayPal.
- c. You will see the payment on your "Account Balance" page, but your account balance will remain the same until payment is received.
- d. *NOTE: If you select PayPal, but do not complete payment on PayPal.com, you can get to payment again by returning to your "Account Balance" page and clicking the "Pay with PayPal" link.*

Updating Your Account Profile

1. Click "Account Profile" on your Homescreen.

Membership Dashboard

Account Profile

Account

Account Balance: \$87.55

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2. Click the "Edit User Info" link.

Account Profile

Password:

[[Change your password](#)]

User Info:

[[Edit User Info](#)]

Basic Information

First Name

Last Name

Current School Name

3. Fill in ALL the information and click "Save."
4. NOTE: If you do not fill in required information, you will not be allowed to save. You will receive an "Error" message and be asked to complete the required fields. All fields under Basic Information, School Address, and Contact Information are required.