A Member’s Guide to the Members-Only Area

International Safety Equipment Association

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

safetyequipment.org

Brought to you by

MemberClicks

International Safety Equipment Association
Membership has its privileges

- 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, validated by our CRM.

- Our CRM (customer relationship management) tool is powered by MemberClicks by Personify, the association industry’s most powerful Association Management Software system.

- 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 Into Your Profile

International Safety Equipment Association

Login

Username
nrandall@safetyequipment.org

Password

Remember My Login

Log in

Forgot 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 have not set a password or forgot it, click the ‘Forgot your password?’ link to receive an email with a password reset link.
- Once logged in, you will be taken to your member dashboard on the ISEA website.
What can I do here?

- Access your member account in the CRM to update your contact information (plus organization information if you’re the main contact or an editor)
- Access members-only content under Member Quick Links
- Get the latest industry news and insights
- See upcoming ISEA events and webinars
What Content is Available for Members?

- **Product Groups**
  All your product group resources on one page, accessible only to members of each group.

- **Leadership Development**
  Watch a series of videos to become familiar with association participation and serving as volunteer leader in ISEA groups and committees.

- **Webinar Archives**
  Access recordings of past ISEA webinars, including presentation decks.

- **Reports**
  ISEA publishes various research and reports throughout the year for member-only intel.

- **Market Data**
  Program participants can submit and retrieve market data reports.

New resources and content for members are always being added and updated.

Check back often to see the latest ISEA member benefits.
Access Your Personal Account

Welcome Back

Member Quick Links
- My Account
- Product Groups
- Webinar Archive
- Sustainability Report

Get the Latest Industry News and Insights
- Don’t Forget PPE When Preparing for Emergencies
  - June 5, 2023
- Protecting People and the Planet
  - May 4, 2023

Upcoming Events
- October 19
  - ISEA Policy Update
- June 21
  - ISEA Policy Update
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)
- Access Product Group portals under “Your Groups”
- View your benefits, CEUs/certificates/designations, and more
- Upload media (company logo, staff pictures, directory photo gallery and video)
- Change your password
What can I do here?

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
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!

Editing your company profile helps us ensure we always have the latest information about you and your business.
Edit This Profile

- 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.

Edit Personal or Organization Profile
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 employee 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, 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.

Open invoices across accounts

<table>
<thead>
<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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<tr>
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<td>Dues</td>
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<td>$5.00</td>
</tr>
</tbody>
</table>
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.
Your Groups – Members Only Content

- You can access members only content and resources under the Your Groups link in the top navigation menu.
- Authorized members or Product Groups and committees can access these pages for:
  - Standards Resources
  - Leadership Contacts
  - Meeting schedules
  - Meeting Minutes
  - Other shared PG resources
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.
Enjoy discounts QSSP registration

● We offer exclusive discounts for members and their employees who take the QSSP course.

● Look for the login information to ensure you get every discount you deserve.

Be Sure to Login When Registering for an Event
Contact Us

We Are Here to Help

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