

# PMPA Member Website Administration – MY PROFILE

## To Access your PMPA Personal Profile Page

1. Click to **PMPA Website** – [www.pmpa.org](http://www.pmpa.org)
2. Click **MY PROFILE** – [www.pmpa.org/utility-pages/my-profile](http://www.pmpa.org/utility-pages/my-profile)
3. Click on **Manage My Profile**
4. Enter your User Name and Password
5. The Profile page allows you to edit your personal **Basic Information** (passwords, email), **Address**, **Contact Information** (phone #), and **Demographics**.

## Forgot Your Password?

1. Click on the **Obtain Password** link on the **MY PROFILE** page
2. Enter your email address
3. The system will send you an email within a few minutes with your passwords
4. If you do not have an email address in the PMPA membership database, the system may assume you do not have a record and may ask you to create one. Otherwise, contact PMPA for assistance.

## To Subscribe/Unsubscribe to PMPA Listserves

1. Click on the **Edit My List Subscriptions** link on the **MY PROFILE** page
2. Enter your User Name and Password
3. All PMPA Listserves will be displayed.  
To subscribe/unsubscribe, highlight one of the choices on the dropdown box:  
**Not Subscribed** to unsubscribe to a list; **Individual Messages** to receive each message posted to the list; **Digest** to receive one email containing all messages in a 24-hr time frame.
4. Remember to click **Save Changes**. Listserves are updated nightly – changes to list subscriptions take 24 hours to occur.

## To Access Your Company Profile

1. Click on the **Manage My Company's Profile** link on the **MY PROFILE** page
2. **Only Primary and Alternate Contacts from your company have administrative access to this confidential page.**
3. Enter your User Name and Password
4. The **Company Profile Management Page** allows only **Primary** and **Alternate Contacts** to **View/Edit Your Company Profile**, **View/Edit Your Staff Roster**, and **Manage Company Contacts**.
5. Each PMPA company has ONE Primary Contact and ONE Billing Contact. However, your company can have MULTIPLE Alternate Contacts. If your company has more than one Alternate Contact, they will be listed at the bottom of the Manage My Company's Profile page. If you wish to add additional Alternate Contacts to your staff roster or change your Primary Contact, contact PMPA.

### View/Edit Your Company Profile

1. **Basic Information** – edit company name, website
2. **Addresses** – edit company address and phone number
3. **Demographics** – edit pertinent company information, keywords and materials that can be searched on via the online **PMPA Find a Supplier** application (*for Active and Technical Members only*).

### View/Edit Your Staff Roster

1. **Add a New Individual** – creates a new profile for employee
2. **Mark as Former Staff** – removes employee from online staff roster
3. **Edit Profile** – allows you to edit your employee's personal profile (title, email, address, phone#)
4. **Edit List Subscriptions** – allows you to **view and subscribe/unsubscribe** your employee's listserve subscriptions.

## Manage Company Contacts

1. Allows you to change the **Billing Contact** for your company.
2. To change your company's **Primary Contact** or add additional **Alternate Contacts**, contact PMPA directly.

## To Renew Your PMPA Membership and Pay Dues Online

1. PMPA Membership must be "renewed" annually. Follow directions below to renew and pay membership dues online. (Please note this is a secure connection credit card payment page)
2. Click on the **Renew My Membership** link on the **MY PROFILE** page
3. **Only Primary and Billing Contacts from your company have administrative access to this confidential page.**
4. Enter your User Name and Password

### - For Active (Contract Manufacturers) Membership Renewal:

1. At the **Membership Application/Renewal Page**, enter the **Number of Primary Machines** and **Annual Net Sales**; click **Calculate** to determine your company's annual dues.
2. Next, select the number of installments with which you would like to pay under **Number of Payments**.
3. The **Payment** page displays your annual dues amount and allows you to choose your payment method. Follow the directions for online credit card payment.

### - For Associate (Captive Department/Shops) Membership Renewal:

1. At the **Membership Application/Renewal Page**, enter the **Number of Primary Machines** and click **Calculate** to determine your company's annual dues.
2. Next, select the number of installments with which you would like to pay under **Number of Payments**.
3. The **Payment** page displays your annual dues amount and allows you to choose your payment method. Follow the directions for online credit card payment.

### - For Technical (Suppliers) Membership Renewal:

1. At the **Membership Application/Renewal Page**, enter your company's **Net Sales** (to North American machined products manufacturers) and click **Calculate** to determine your company's annual dues.
2. Based on the above, select the annual revenue **Class** range that your company falls under in the **Annual Dues** section.
3. Next, select the number of installments with which you would like to pay under **Number of Payments**.
4. The **Payment** page calculates and displays your annual dues amount and allows you to choose your payment method. Follow the directions for online credit card payment.

### - For Affiliate (Non-Profit Educational Institution) Membership Renewal:

1. At the **Membership Application/Renewal Page**, select the number of installments with which you would like to pay under **Number of Payments**.
2. The **Payment** page displays your annual dues amount and allows you to choose your payment method. Follow the directions for online credit card payment.

**Questions? Call Renee Merker at PMPA – (440) 526-0300**