

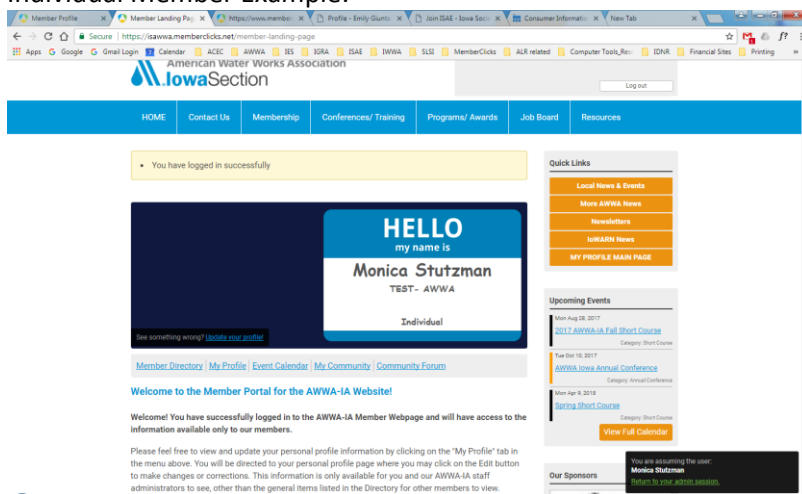
AWWA Company Membership (Multi-User License) Key Contacts

Membership Types: If your company/utility has been identified to AWWA-IA by AWWA as having a company membership type with a multi-user license (Grades 82-86 and 92-94), then at least one Key Contact has been identified for your organization on the AWWA-IA website.

Key Contacts: If you have been identified as a Key Contact, then you will have additional access and permissions on the website than other employees who are not Key Contacts.

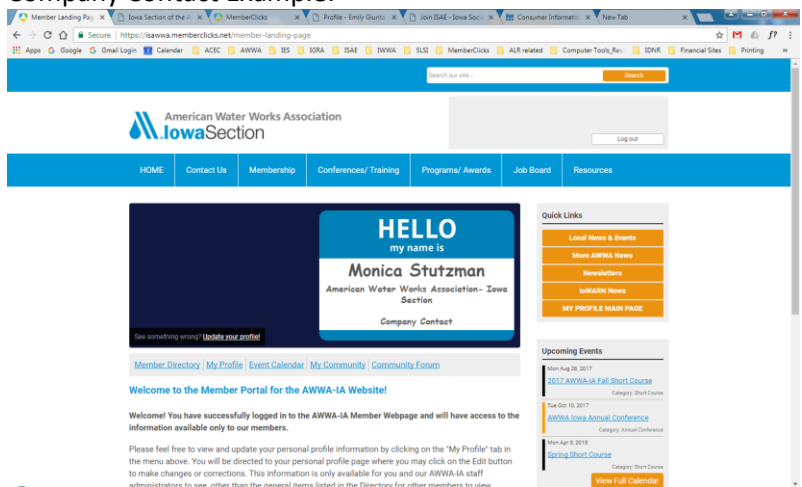
Main Profile Page: Once you log in using your Username and Password, you will be directed to your Main Profile Page where you will see a name badge with your contact information on it. The bottom line identifies you as one of two member types: Individual- which means you joined AWWA as an individual and you are the member not your company OR Company Contact- which means your company is the main member and you are a member under your company umbrella (parent/child membership relationship).

Individual Member Example:



The screenshot shows the AWWA-IA Member Portal interface. At the top, there is a navigation bar with links for HOME, Contact Us, Membership, Conferences/ Training, Programs/ Awards, Job Board, and Resources. Below the navigation bar, a yellow notification box states "You have logged in successfully". The main content area features a large blue and white name badge that reads "HELLO my name is Monica Stutzman TEST - AWWA Individual". To the right of the name badge, there are quick links for Local News & Events, More AWWA News, Newsletters, IOWARN News, and MY PROFILE MAIN PAGE. Below the name badge, there are links for Member Directory, My Profile, Event Calendar, My Community, and Community Forum. A welcome message states "Welcome to the Member Portal for the AWWA-IA Website!" and "Welcome! You have successfully logged in to the AWWA-IA Member Webpage and will have access to the information available only to our members." Below this, there is a small text block explaining that users can update their profile information. On the right side, there is a section for Upcoming Events, listing events like "2017 AWWA-IA Fall Short Course" and "AWWA Iowa Annual Conference". At the bottom right, there is a section for Our Sponsors, with a message "You are assuming the user Monica Stutzman Please log your profile settings."

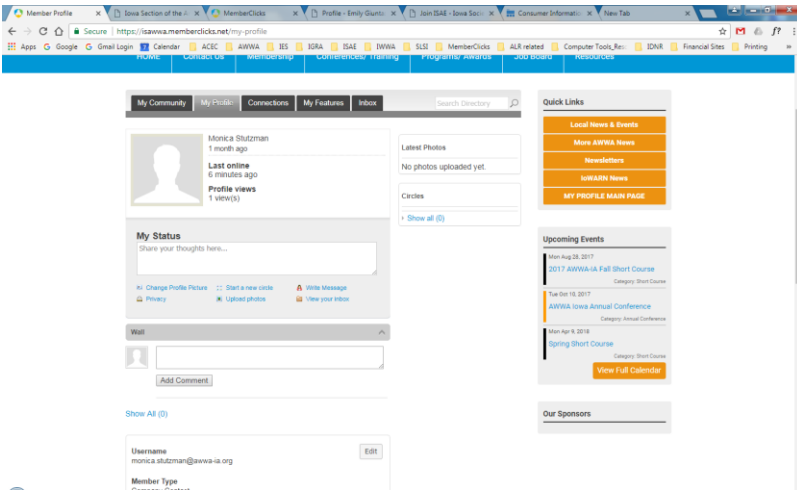
Company Contact Example:



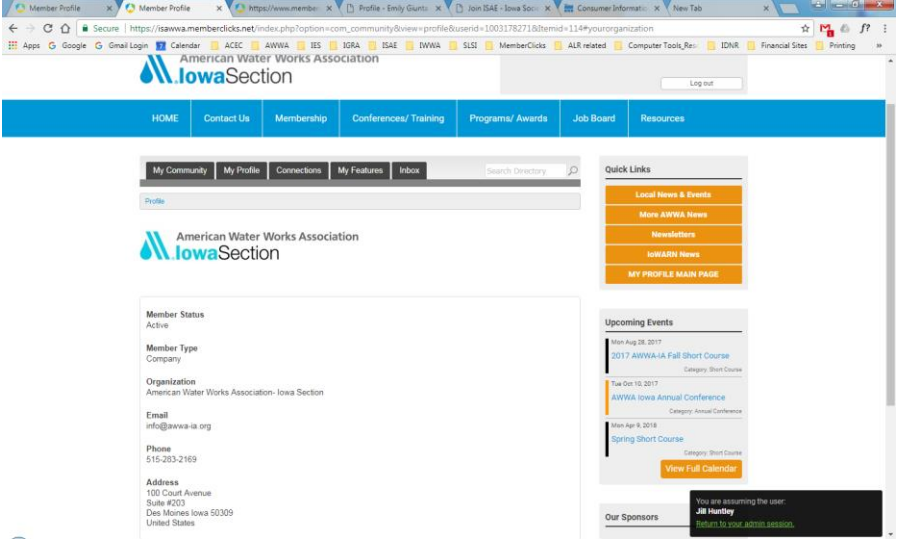
The screenshot shows the AWWA-IA Member Portal interface, similar to the individual member example. The navigation bar and notification box are the same. The main content area features a large blue and white name badge that reads "HELLO my name is Monica Stutzman American Water Works Association- Iowa Section Company Contact". The quick links and navigation links are the same. The welcome message and profile update text are also present. The Upcoming Events section is the same. The Our Sponsors section now displays a message: "You are assuming the user Monica Stutzman Please log your profile settings."

Personal Profile: If you click on the My Profile link on the Main Profile Page, you will be directed to your personal profile. As a member, you have access to many features that non-members are not able to see, including the data under your profile. If you scroll down on this page, you will see the information we have for you and an EDIT button which allows you to make changes/updates to your contact information if necessary. It is VERY important to keep this information updated as this is the contact information we use to communicate with you.

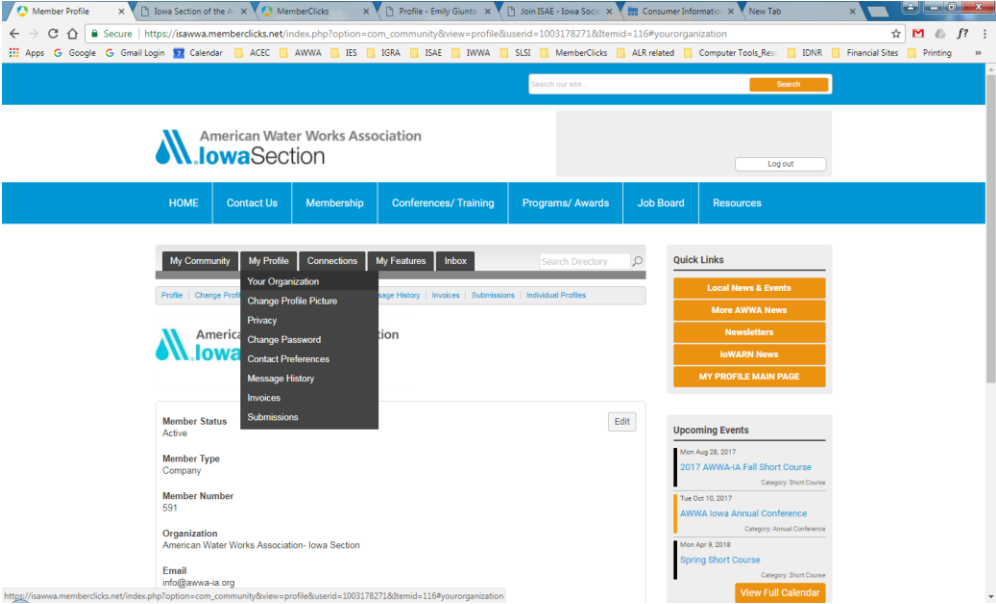
In addition, if you hover your cursor over the Member Menu items: My Community, My Profile, Connections, My Features and Inbox, you will see many more options and features you have access to as an AWWA member. Please take time to become familiar with these features.



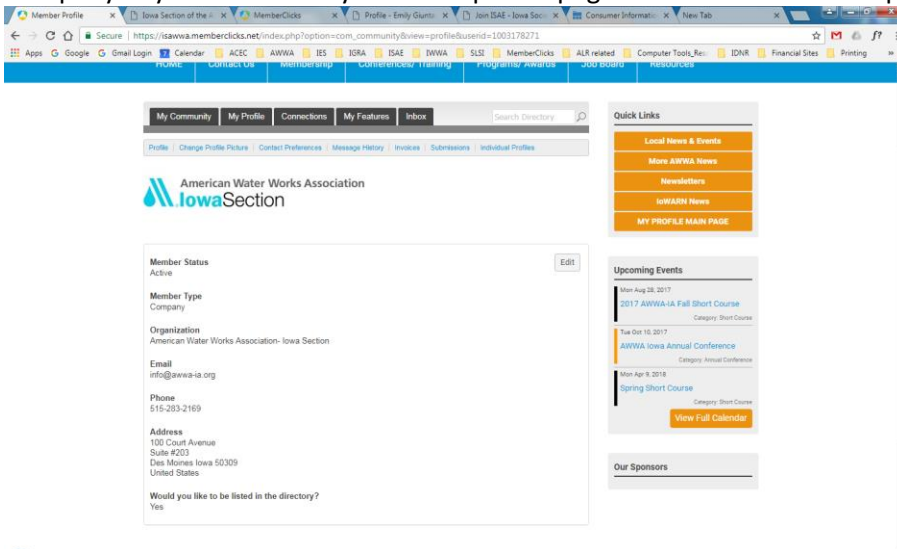
Your Organization (Not a Key Contact): Any Company Contacts who are NOT designated as the Key Contact will have a “Your Organization” button under the My Profile tab. If selected, they will be directed to the organizational page for your company (verses your own personal profile page- see below). However, this is just an informational page without any menu options at the top and no ability to edit.



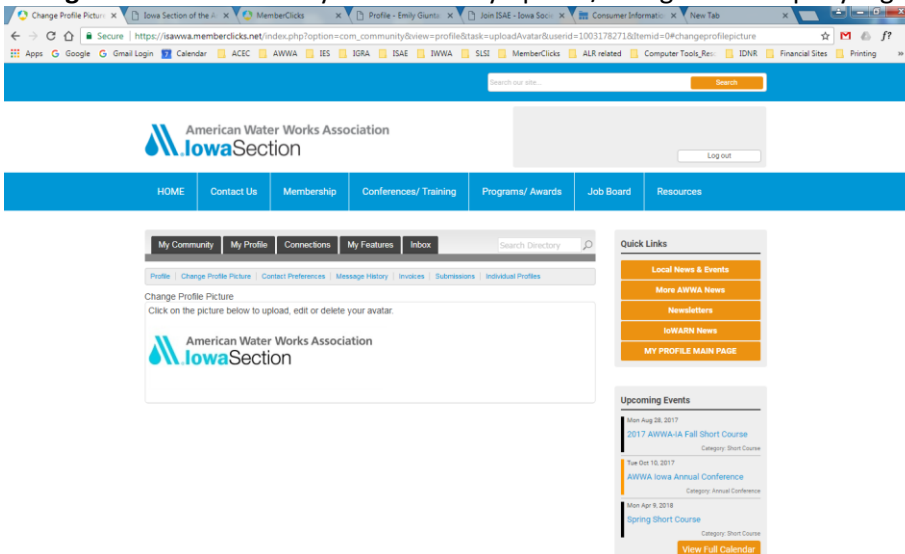
Your Organization (As a Key Contact): As the Key Contact, if you select the “Your Organization” button under the My Profile tab, you will be directed to the organizational page for your company (verses your own personal profile page- see below). As the Key Contact, you will have access to a menu with several features, as well as to the EDIT button in order to update the data in the fields for your company (See below).



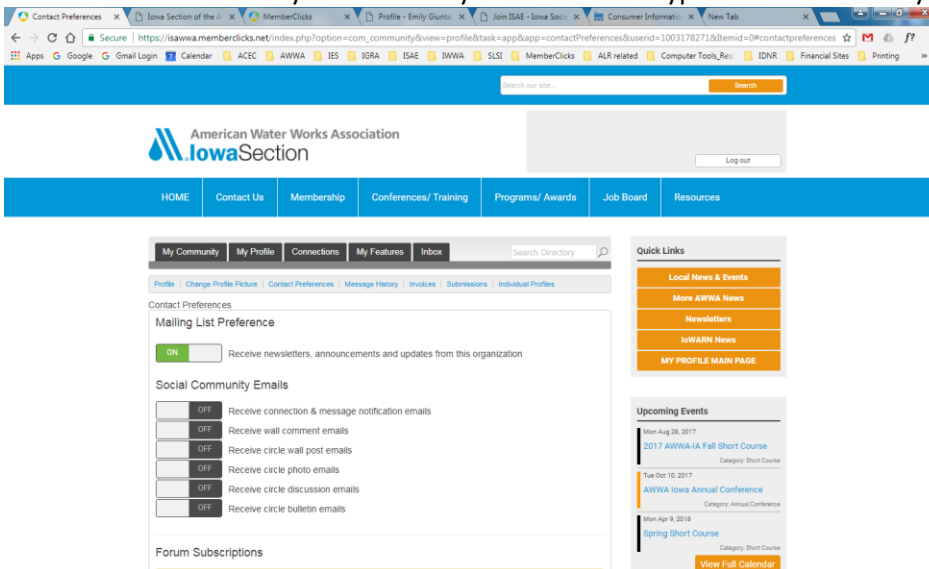
Key Contact Menu: The menu bar with small blue font labels, directly under the tabs in black, is only accessible to Company Key Contacts. Only the main profile page is available for all company members to view.



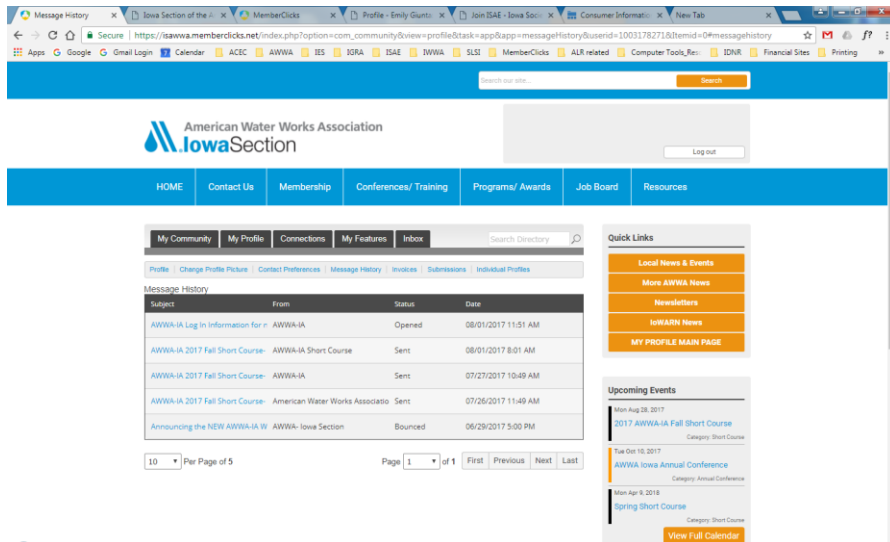
Change Profile Picture: Key Contacts may update/change the company logo, if necessary.



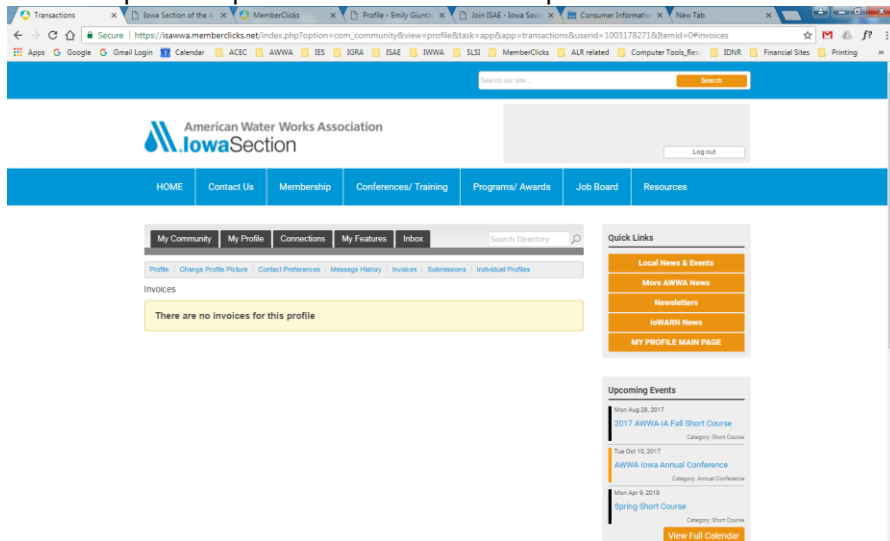
Contact Preferences: Key Contacts may determine the types of notifications your company wishes to receive.



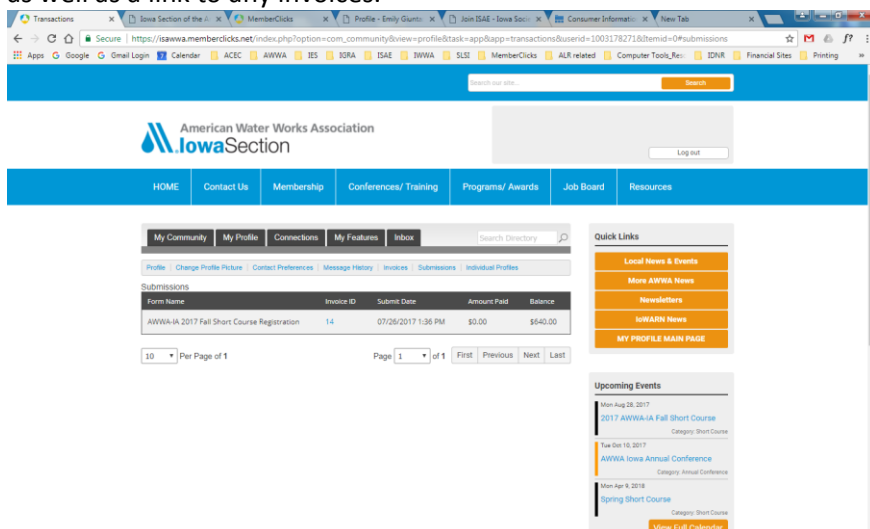
Message History: Key Contacts may see any messages that have been generated and sent to them, as well as the status and date sent.



Invoices: Key Contacts may view any Invoices that have been generated by the organization and their status, as well as a link to open the invoice. This will open an interactive document with buttons at the bottom with options to Pay Invoice online for outstanding balances with a credit card or Download Invoice if you wish to print or save a copy. A historical record of past and present invoices will be kept here.

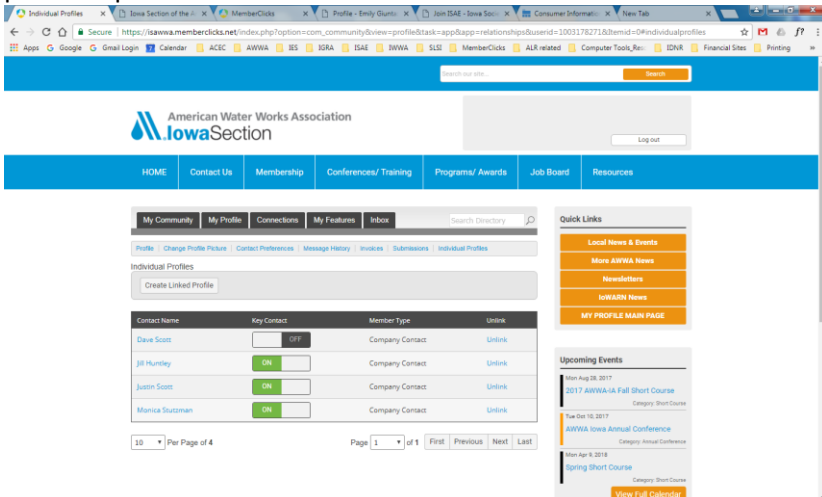


Submissions: Key Contacts may view any forms that have been generated or completed under the organizational profile, as well as a link to any invoices.

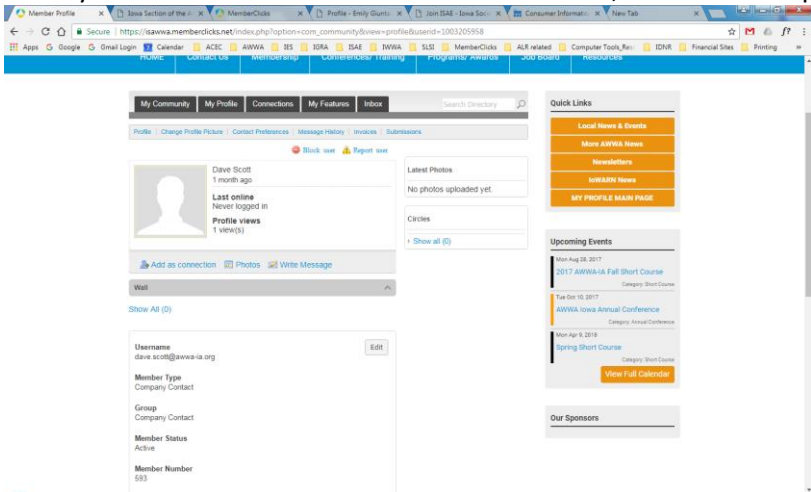


Individual Profiles: Key Contacts (KC) have access to the list of all of the company employees who have been linked to this company membership. The KC may designate any other Key Contacts who will have the same permissions and access on the AWWA-IA site or Unlink any members who are no longer a part of the organization's membership. The number of Linked Members should correlate to the level of members your organization is allowed by AWWA.

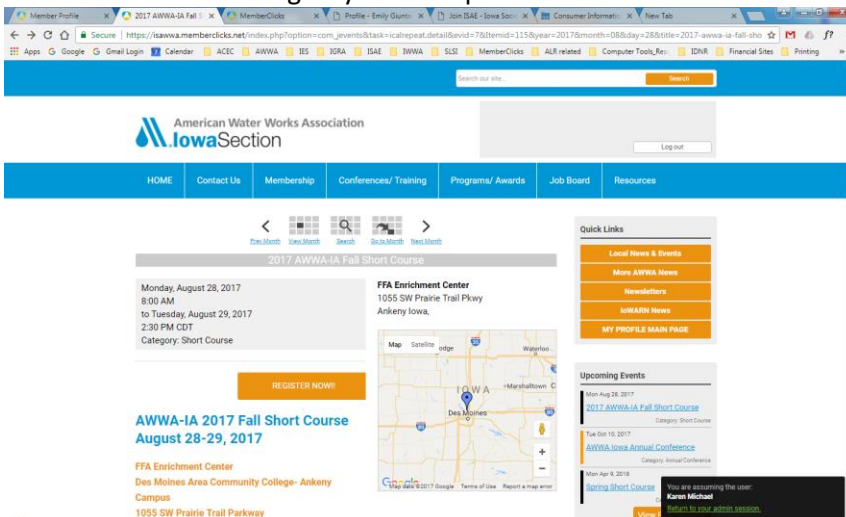
The KC's are also able to click on the individual member's name in this list which will direct you to that member's personal profile.



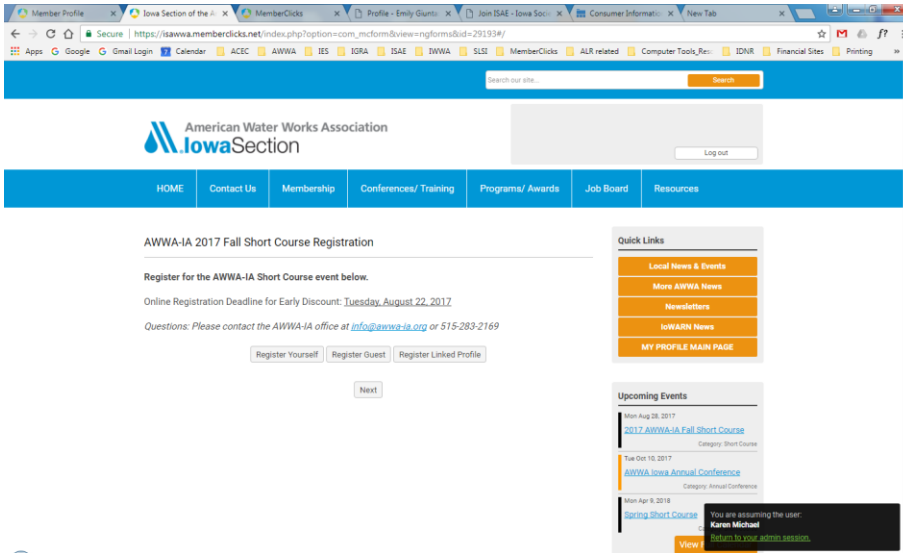
Individual's Personal Profile: As a Key Contact, you have permission to edit or change any of the fields that populate when you click on the EDIT button for this member, in order to keep our database current.



Event Registration: If you are interested in registering other linked members, click on the Register button under the event and it will should give you that option.



Register Linked Profile: This option should be available for Key Contacts in order to register other linked members for an event.



We hope this helps to identify the additional access and features of the Company Membership’s Key Contacts for the AWWA-IA website. You may choose how many and who from your organization has the permission for this level of access.

Please contact the AWWA-IA Section office at info@awwa-ia.org or 515-283-2169 with any questions or if we may be of assistance. We hope you will enjoy the many benefits and features this site has to offer for our AWWA-IA members.

Thank you!
AWWA-IA Section