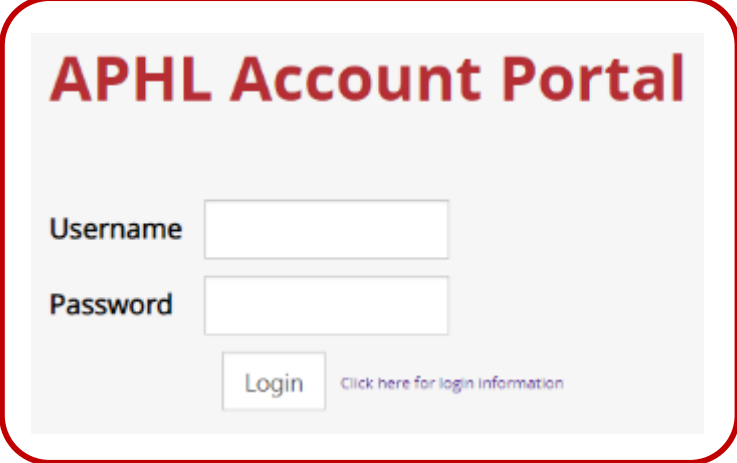


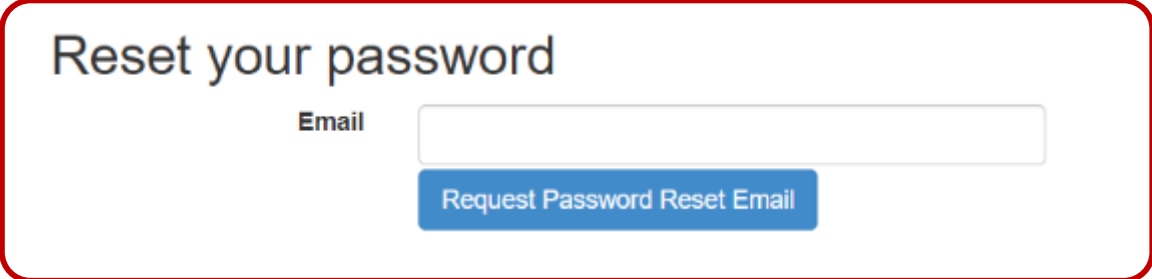
Instructions for Using APHL's Member Portal

Log in to take control of your account

- You will need to use your email address/username and password to gain access to our Member Portal.

The image shows a login form titled "APHL Account Portal" in red text. Below the title, there are two input fields: "Username" and "Password". To the right of the "Password" field is a link that says "Click here for login information". Below the input fields is a "Login" button.

- If you ever forget your password, click the “Click here for login information” link to have your password reset.

The image shows a form titled "Reset your password". Below the title, there is an "Email" label followed by an input field. Below the input field is a blue button that says "Request Password Reset Email".

What Can I Do Here?

- Update your or your organization's profile info
- Pay your bills
- Change your password
- Contact APHL staff
- Participate in CoLLABorate online communities
- Visit our Job Center
- View APHL program webpages
- Register for conferences, trainings and webinars
- Access the Member Handbook (*Members Only*)
- Access the Member Resource Center (*Members Only*)
- Access the PHLSD (*Member Labs Only*)

The screenshot displays the APHL Account Portal interface. At the top, a teal header bar contains the text "Hi (Account Name)! You're currently viewing your personal profile" next to a red profile icon and a "Switch Profile" button. On the right side of the header are links for "Change Password" and "Log Out". Below the header is a dark red navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", and "Relationships" with a dropdown arrow. The main content area has a light gray background. It begins with a welcome message: "Welcome to APHL's Account Portal, your service center to edit your account, change your password and view and pay for your invoices. From this page you can also visit MyAPHL, learn about APHL membership, see staff contact information, participate in CoLLABorate online communities, visit our Job Center, view program-specific webpages, register for conferences, trainings and webinars, and access APHL's member handbook and resource center (members only). For instructions on how to use this site, please use our [instructional slideset](#)." Below this is a note about contact information: "If you are experiencing any difficulty with this page, please contact admin.sp@aphl.org. For information regarding membership, please contact Drew Gaskins, sr. specialist, membership, at drew.gaskins@aphl.org." The profile section features a large red circular icon, the text "APHL Account Name", and fields for "Email (email address)", "Phone (123) 456-7890", "Address" (8515 Georgia Avenue, Suite 700, Silver Spring, MD 20910), and "Title". To the right, a box titled "0 open invoices" contains a "PAYMENT HISTORY" button and a red "PAY INVOICES" button. Below that, a "1 Related Profiles" section shows the "Association of Public Health Laboratories" with links for "Add a profile" and "View and edit all >>". At the bottom right of this section are labels "\$ Billing Contact" and "★ Main Contact".

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Slide 5:	Profile Update overview
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Slide 8:	Create a new profile and relate it to a current profile.
Slides 9-11:	As an editor, update your org's profile and related profiles
Slides 12-14:	Access your open invoices, use online bill pay and view your transaction history



Profile Update: Change Your Account Info

Profile Update allows you to update much of the information on your profile. If you are a Member Representative or have editing rights for an organization's profile, you can update that profile's information as well, including adding Member-Associates for your organization.

If you are unsure of how many Member Representative or Member-Associate positions that your organization has available, please contact membership@aphl.org.

You can edit the following information:

- Update name, address, phone number, email address, position title, website and other basic contact information for your account and organizational profiles that you have editing rights for.
- Create or remove Member Representatives, Member-Associates, Billing Contacts and/or employee accounts for organizational profiles that you have editing rights for.
- Update relationships you have to other profiles (including adding new profiles you are related to)
- Update social media accounts

Profile Update

- Use the **Edit This Profile** button to update your account information.
- Use the **Add A Profile** button to create an organizational profile and relate it to your personal profile.
- To be added as a related profile to an existing organizational profile, contact membership@aphl.org.
- All changes require APHL review prior to approval.

The screenshot displays the APHL member portal interface. At the top, a teal header bar contains the text "Hi (Account Name)! You're currently viewing your personal profile" next to a user icon and a "Switch Profile" button. Below this is a red navigation bar with four links: "Member portal home", "Edit this profile" (circled in red), "Pay open invoices", and "Relationships". The main content area shows "1 Related Profiles" with an "Add a profile" button (circled in red) and a "View and edit all >>" link. Below this, the "Association of Public Health Laboratories" is listed with its logo. At the bottom right of this section, there are two status indicators: "\$ Billing Contact" and "★ Main Contact".



Profile Update

Edit This Profile

- The Profile Edit page shows you all of your information on file. Add as much as you can!
- Make sure to click the **Save This Profile** button at the top of the page when you're finished.

Hi (Account Name)! You're currently viewing your personal profile

 [Switch Profile](#)

[Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) 

Profile Edit

 APHL Account Name

[CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

General Information

Additional Addresses

Additional Phones

Additional Emails

Social Media

Update Your Preferences

Prefix

First Name

(Account Name)

MI

 Update this profile photo

These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible. Fields with **Required** must be filled in order to save.

Profile Update

Create a Related Profile

- Clicking on **Add a Profile** will take you to the New Profile form, which allows you to create a new profile and relate it to your current profile – use this option when your organization or individual **does not** already exist in the system.
- Be sure to choose the appropriate profile type and relationship type for the profile you're creating.
- Add any additional information for the new related profile by clicking on the **Continue Editing** button and be sure to click **Save** when you are finished.

The screenshot shows a web form titled "New-profile" under the heading "Related To APHL Account Name". The form has two tabs: "Individual Profile" and "Organization Profile", with the latter selected. The form contains several input fields and checkboxes. Callout 1 points to the "Organization Profile" tab. Callout 2 points to the "Organization Name" and "[Profiles.sort-name]" fields. Callout 3 points to the "Relation Type" dropdown menu. Callout 4 points to the "CONTINUE EDITING" button. Callout 5 points to the "SAVE AND CLOSE" button.

Related To APHL Account Name

New-profile

Individual Profile Organization Profile

Organization Name

[Profiles.sort-name]

☐ Main Contact Of APHL Account Name

☐ Editor Of APHL Account Name

☐ Receives Communication

☐ Billing Contact

☐ Update phone and address to inherit from APHL Account Name

Relation Type

-- Select --

CANCEL SAVE AND CLOSE CONTINUE EDITING

1. Choose the appropriate profile type for the profile being created.

2. Add information for your new profile in these fields.

3. Choose the appropriate "relation type" for the profile you're creating.

4. Add general profile information (and any other info you'd like) by clicking the Continue Editing button.

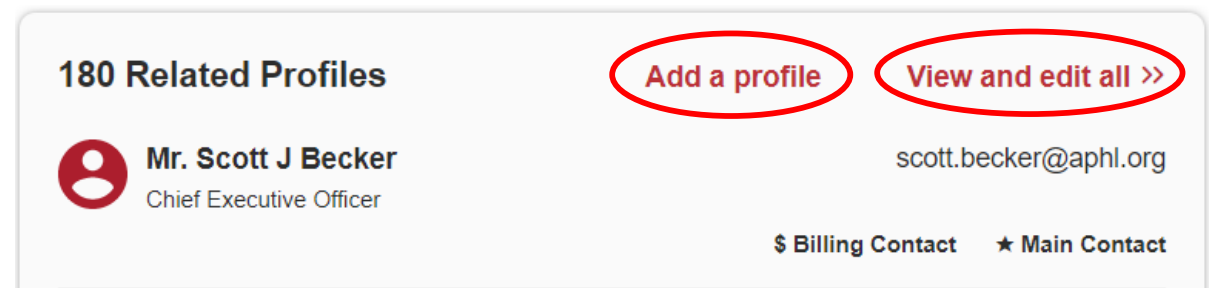
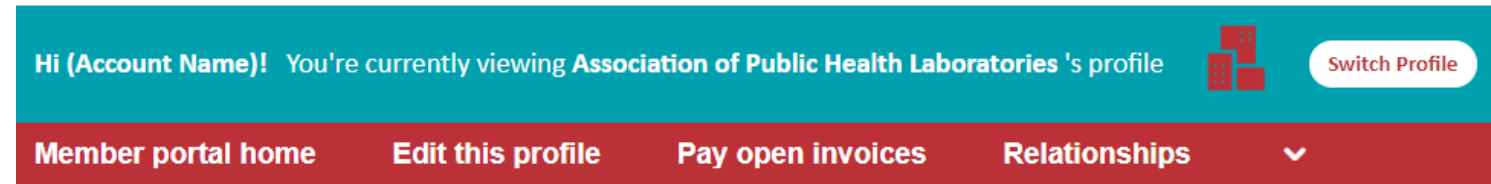
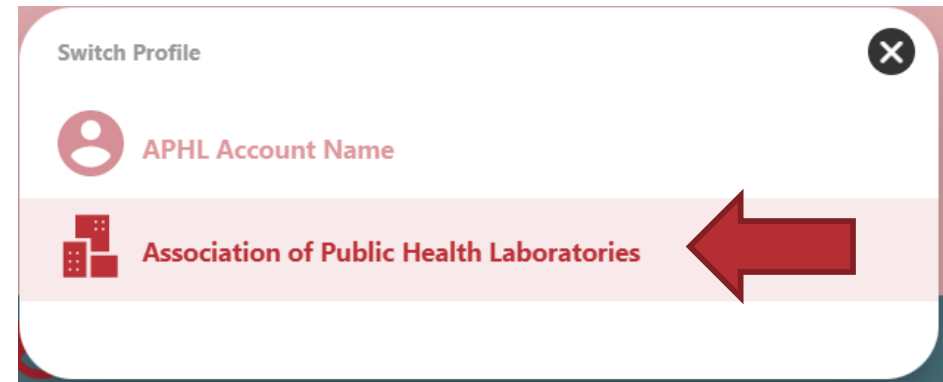
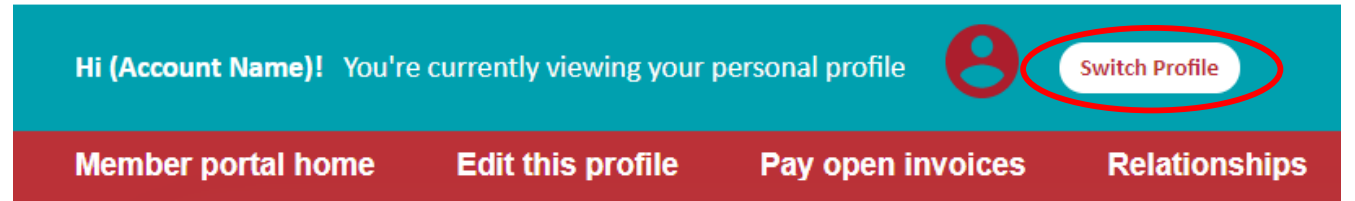
5. Once you've finished, save your new profile.



Profile Update

Update Information For Your Organization's Related Profiles (Member Representative(s), appointed Member-Associates, employees, etc.)

- If you are a designated editor of an organization's profile, you will see a **Switch Profile** button at the top of the page (circled in red). Click this button to switch from your personal profile to the organization's profile, which will allow you to edit the profiles related to your organization.
- From the organization's profile, you can add a new related profile or view and edit all currently related profiles by clicking the appropriate button (circled in red).



Profile Update

Update Information For Your Organization's Related Profiles

- On the organization's related profiles page, if you are a designated editor of an organization's profile, you will see that box checked (circled in red). In the example below, Scott Becker is the only account with editing rights for APHL's organizational profile. This means that Scott can edit profiles related to APHL's profile. Once Scott has made his changes, they are submitted for APHL review prior to approval.



Association of Public Health Laboratories

Related Profiles

There are 180 relationships

Editors of an organization profile can create/add related profiles

If you have editing rights, click here to create/add related profiles, like Member Representative(s) or Member-Associate(s), to the organization's profile.

ADD A PROFILE

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
Filter	Filter	Filter	Filter	Filter by name	Filter by title	Filter by email	Filter by pho	Filter By Type	
☒	☒	☒	☒	Mr. Scott J Becker	Chief Executive Officer	scott.becker@aphl.org		Employee	ACTIONS Edit Delete ACTIONS
☐	☐	☐	☒	Iman Abdulmalek	Senior Tech, Infectious Diseases	iman.abdulmalek@aphl.org		Employer	
☐	☐	☐	☒	Mr. Samuel Abrams	Specialist, Public Health Preparedness and Response	samuel.abrams@aphl.org		Employee	

Click here to edit information of the profiles related to your organization.

Related Profiles

There are 180 relationships

Editors of an organization profile can create/add related profiles

If you have editing rights, click here to create/add related profiles, like Member Representative(s) or Member-Associate(s), to the organization's profile.

ADD A PROFILE

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
Filter	Filter	Filter	Filter	Filter by name	Filter by title	Filter by email	Filter by pho	Filter By Type	
☒	☒	☒	☒	Mr. Scott J Becker	Chief Executive Officer	scott.becker@aphl.org		Employee	ACTIONS Edit Delete ACTIONS
☐	☐	☐	☒	Iman Abdulmalek	Senior Tech, Infectious Diseases	iman.abdulmalek@aphl.org		Employer	
☐	☐	☐	☒	Mr. Samuel Abrams	Specialist, Public Health Preparedness and Response	samuel.abrams@aphl.org		Employee	

Click here to edit information of the profiles related to your organization.

Profile Update

Edit Organization's Currently Related Profiles

- If you have editing rights for an organization's profile, you can edit the list of current Member Representatives and/or Member-Associates.
- If you are intending to remove/replace a current Member-Associate related to the organization's profile, **DO NOT** change the existing related profile to a different person's name. Instead, first remove the relation by changing the Relation Type on the existing profile to "Employee" or "Former Employee" and then use the instructions on slide 8 to create a new profile/relation for your laboratory's new Member-Associate.
- Remember, all changes are submitted for APHL review prior to approval and may be rejected if submitted incorrectly. Contact membership@aphl.org with any questions.

3. Uncheck these boxes if you intend to fully remove the relationship.

Profile Edit

Mr. Scott J Becker
Chief Executive Officer

Relationship

General Information

Additional Addresses

Additional Phones

Additional Emails

Social Media

Update Your Preferences

☒ Main Contact Of Association of Public Health Laboratories

☐ Editor Of Association of Public Health Laboratories

☒ Receives Communication

☒ Billing Contact

☐ Update Mr. Scott J Becker's phone and address to inherit from Association of Public Health Laboratories

Relation Type

Member Representative

Relationship Title

Chief Executive Officer

CANCEL SAVE AND CLOSE

2. Use this dropdown menu to change relation types (e.g. Member Representative, Member-Associate, former employee, etc.) for a profile that already exists in the APHL database.



Profile Update

Access Your Open Invoices and Payment History

- This area will give you access to your open invoices, online bill pay and your transaction history. If you intend to use our online bill pay system, be sure to check the box next to the appropriate line item prior to submitting payment information.
- If you have any questions about this page, or cannot access this link, please contact membership@aphl.org.

Hi (Account Name)! You're currently viewing your personal profile

 [Switch Profile](#)

[Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) 

Welcome to APHL's Account Portal, your service center to edit your account, change your password and view and pay for your invoices. From this page you can also visit MyAPHL, learn about APHL membership, see staff contact information, participate in CoLABorate online communities, visit our Job Center, view program-specific webpages, register for conferences, trainings and webinars, and access APHL's member handbook and resource center (members only). For instructions on how to use this site, please use our [instructional slideset](#).

If you are experiencing any difficulty with this page, please contact admin.sp@aphl.org. For information regarding membership, please contact Drew Gaskins, sr. specialist, membership, at drew.gaskins@aphl.org.



APHL Account Name

Email
(email address)

Phone
(123) 456-7890

1 open invoices

APHL Account Name

\$100.00

PAYMENT HISTORY

PAY INVOICES



Online Bill Pay

Pay Your Bills

- Below is an example of an open invoice. Be sure to check the box next to the appropriate line item prior to submitting payment. Once you have chosen the invoice(s) that you want to submit payment for, click on the **Pay Now** button.

Choose the invoice(s) that you'd like to pay by clicking the appropriate check box

Hi (Account Name)! You're currently viewing your personal profile  [Switch Profile](#)

[Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) 

Open invoices across accounts

PAY NOW

There is 1 invoice to pay

☐	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ⇅	Description ⇅	Item amount ⇅	Paid ⇅	Due ⇅
☒	12/3/2021	11/3/2021	446020	APHL Account Name	Individual Dues 21-22	\$100.00	\$0.00	\$100.00

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Online Bill Pay

Pay Your Bills

- Once you've clicked on the **Pay Now** button, a payment details pop-up page will appear.
- The total balance of the invoices you've selected will be noted on the top right of the pop-up page (circled in **red**).
- Fields outlined in red are required information – your payment will not go through without completing these fields. Please provide as much information as possible.
- APHL **does not** save credit card information for future use.
- Please contact membership@aphl.org with any issues you experience.

Required fields are highlighted with red outlines.

Payment details **\$100**

Use a new card

Name On Card

Card Num

Security Code

Month

Year

Address

8515 Georgia Avenue

Suite 700

City

State

Zip / Postal Code

Country

CANCEL

SUBMIT PAYMENT