

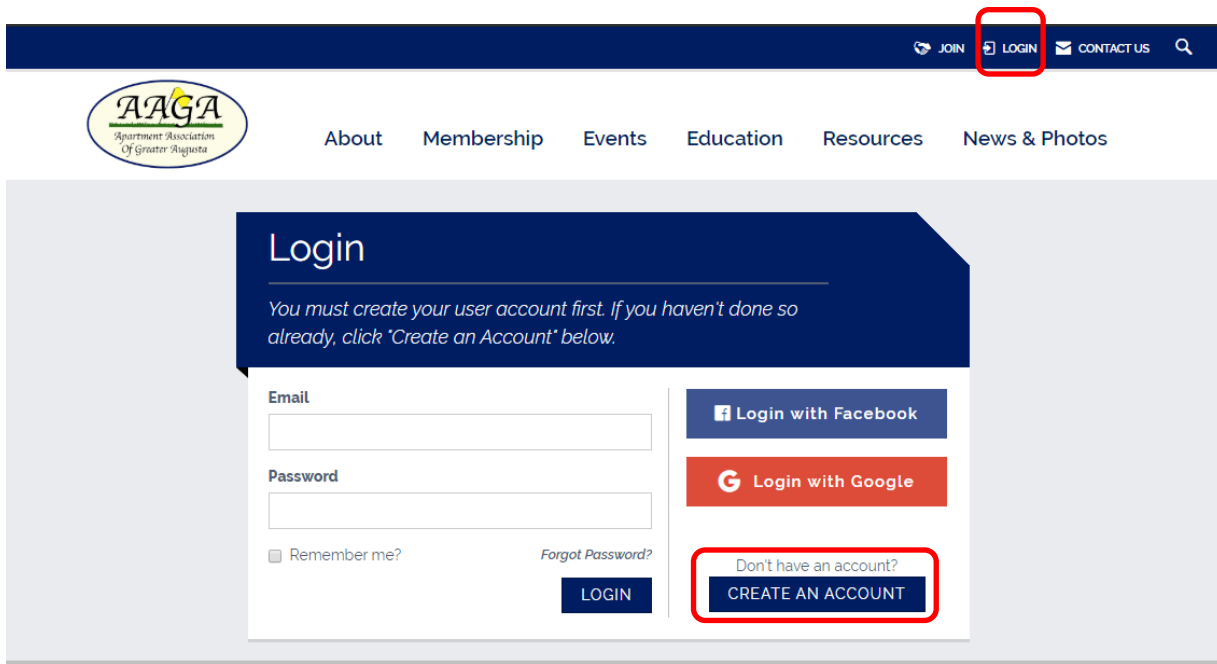
How to Create (Activate) Your Account in 4 easy steps!

Use these instructions **if your company is already a member** of AAGA to activate your individual account under the company.

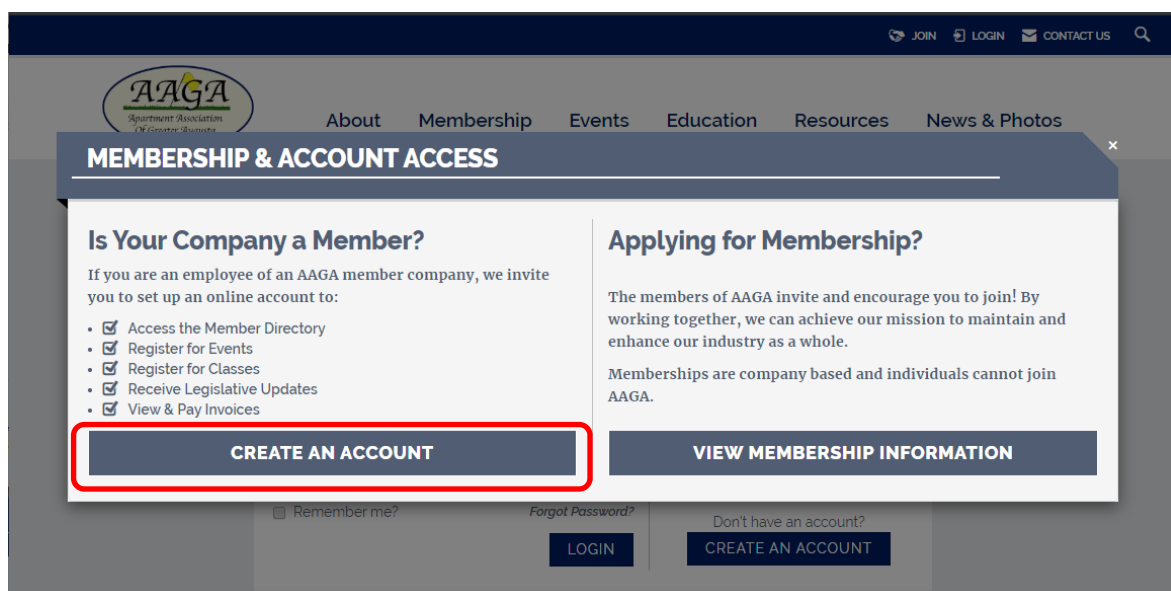
Why create an account? Logged in members are able to access the full member directory & Members' Only resources page; register for classes, meetings & events at the member rates; view & pay invoices; and receive communications & industry news from AAGA.

Visit <https://www.aagaonline.com/login>

Step 1: Select Create an Account on the login page. A Pop Up will show to verify you want to create an account under the current member company. Click Create An Account to continue.



The screenshot shows the AAGA website's login page. At the top right, the 'LOGIN' link is highlighted with a red box. Below the navigation bar, the AAGA logo is on the left, and a menu with 'About', 'Membership', 'Events', 'Education', 'Resources', and 'News & Photos' is on the right. The main content area features a 'Login' section with a message: 'You must create your user account first. If you haven't done so already, click "Create an Account" below.' There are input fields for 'Email' and 'Password', a 'Remember me?' checkbox, and a 'Forgot Password?' link. On the right side of the login form, there are three buttons: 'Login with Facebook', 'Login with Google', and 'CREATE AN ACCOUNT'. The 'CREATE AN ACCOUNT' button is highlighted with a red box.



The screenshot shows a 'MEMBERSHIP & ACCOUNT ACCESS' pop-up window. The pop-up has a title bar with a close button (X). It is divided into two columns. The left column is titled 'Is Your Company a Member?' and contains the text: 'If you are an employee of an AAGA member company, we invite you to set up an online account to:' followed by a list of benefits: 'Access the Member Directory', 'Register for Events', 'Register for Classes', 'Receive Legislative Updates', and 'View & Pay Invoices'. Below this list is a 'CREATE AN ACCOUNT' button, which is highlighted with a red box. The right column is titled 'Applying for Membership?' and contains the text: 'The members of AAGA invite and encourage you to join! By working together, we can achieve our mission to maintain and enhance our industry as a whole. Memberships are company based and individuals cannot join AAGA.' Below this text is a 'VIEW MEMBERSHIP INFORMATION' button. At the bottom of the pop-up, there are input fields for 'Remember me?', 'Forgot Password?', and 'Don't have an account?', along with 'LOGIN' and 'CREATE AN ACCOUNT' buttons.

Step 2: Login Info

On the next page, you'll begin to create your account. Enter the required information (First name, Last name, Email, and create a password. Click Agree to the Terms & Conditions, then Save & Continue.

The screenshot shows a web page for creating an account. At the top, there is a navigation menu with links: About, Membership, Events, Education, Resources, and News & Photos. Below the menu is a banner image with the text "Create Account". The main content area has three tabs: "Login Info" (highlighted with a red box), "Link Parent Member", and "Key Info". The "Login Info" tab contains the following fields and options:

- FIRST NAME ***: Input field with placeholder "Firstname".
- LAST NAME ***: Input field with placeholder "Lastname" and a note "17 characters remaining".
- EMAIL ***: Input field with a checkmark and "Available email address" below it.
- PASSWORD ***: Two input fields, "Password" and "Confirm Password". Below them are four checked requirements: "At least 6 characters", "At least 1 letter", "Not a part of your email address", and "Passwords match".
- I AGREE TO THE TERMS & CONDITIONS (highlighted with a red box).

At the bottom right, there is a green button labeled "SAVE AND CONTINUE →" (highlighted with a red box).

Step 3: Link Parent Member

On the next page, you'll link your account with your Company's membership. Start typing the Parent Member (aka your Company name or Property name) in the field. Once you start typing, if your Company is a member, the name will show up in the bar - press enter to select the company.

In most cases, Property Management members should use the Property's name. If you work from a central office or directly for the management company, not onsite at a property, use the management company's name.

Hi TestFirstName, please let us know under which Parent Member you're signing up.

If you work on-site, this is your apartment community. If you work for a management company, this is your company name. If that doesn't apply to you, then this would be your company's name. If your company name does not appear, please contact us.

Begin typing the name of your Parent Member

Hi TestFirstName, please let us know under which Parent Member you're signing up.

If you work on-site, this is your apartment community. If you work for a management company, this is your company name. If that doesn't apply to you, then this would be your company's name. If your company name does not appear, please contact us.

Firs

First Communities Management Co. Press enter to select

Can't find your Parent Member?

Learn more about membership options.

GET MORE INFORMATION

Please reach out. Our staff would be happy to help.

CONTACT US

SAVE AND CONTINUE →

If you can't find your Parent Member, use the Contact Us button for assistance.

Step 4: Key Info

Step 4 is for providing your key contact information. The required fields that should already be shown are First Name, Last Name, Parent Member, and Email address.

In addition, you can add your phone number, billing address, personal email & phone, job title, and credentials/designations. Once your account is created, you have the option to update your profile to include your headshot, LinkedIn and other social media profiles, and more!

In AAGA's member directory, Property & Management Company profile information is only visible to logged-in members. It is not visible to the public.

Select Create Your Account at the bottom of the page. You're all set!

Now you can login & register for our programs, meetings, & events at member pricing,

Login Info **Link Parent Member** **Key Info**

TestFirstName TestLastName

Great! We have you connected to First Communities Management Co.
Please provide us with some basic information about you.

TITLE	FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX
<input type="text" value="Title"/>	<input type="text" value="TestFirstName"/>	<input type="text" value="Middle"/>	<input type="text" value="TestLastName"/>	<input type="text" value="Suffix"/>

PARENT MEMBER *
If you work on-site, this is your apartment community. If you work for a management company, this is your company name. If that doesn't apply to you, then this would be your company's name. If your company name does not appear, please contact us.

EMAIL *

PHONE Allow International

BILLING ADDRESS

PERSONAL EMAIL

PERSONAL PHONE Allow International

CREDENTIALS/DESIGNATIONS

JOB TITLE

CREATE ACCOUNT →