$\rightarrow$ 

# How To Access Your Member Compass

Created on Apr 6, 2023 by Maria Curtis



| 2 Click on LOGIN |        |           |              | V           | IEW PAGE |
|------------------|--------|-----------|--------------|-------------|----------|
|                  | 🔝 join |           | CONTACT US 🔍 | Search site |          |
|                  | Номе   |           | ARTICLES     | DIRECTOR    | Ł        |
| ABOUT MEMBERSHIP | EVENTS | EDUCATION | ADVOCACY     | INFORMATIO  |          |
|                  |        |           |              |             |          |

# 3 Enter your email and click continue

| LUGIII  |       |
|---|-------|
| Welcome back! To get started, enter your email address b<br>Email | elow. |
| Continue  |       |

# 4 Enter your password and click Login

| AASC<br>APARTMENT ASSOCIATION<br>OF SOUTHERN COLORADO | <ul> <li>➢ JOIN </li> <li>➢ LOGIN </li> <li>➢ CONTACT US</li> <li>Q Search site</li> <li>➢</li> <li>Metric Les</li> <li>ARTICLES</li> <li>DIRECTORY</li> <li>STORE</li> </ul> |
|---|---|
| ABOUT   | MEMBERSHIP EVENTS EDUCATION ADVOCACY INFORMATION RENTERS  |
| Password<br>Keep me                                   | egged in for 14 days Login Reset Password   |
| THANK YOU   | TO OUR RED POWER PLAYER MEMBERS!  |



## 7 Member Compass

VIEW PAGE →

In Member Compass you will see Dashboard Pay Balance Account History My Events My Orders Profile Login & Password Payment Methods Company - ONY VISIBLE TO ACCOUNT PRIMARIES People - ONY VISIBLE TO ACCOUNT PRIMARIES



## 8 Dashboard

VIEW PAGE →

The **Dashboard** gives you access to all **AASC Updates**, **Blogs**, and **Articles** 

| MEMBER CO          | MPASS™  |
|--------------------|---|
| Dashboard          | Don't forget to edit your profile on the left-l   |
| Pay Balance        |   |
| \$ Account History | WELCOME TO YOUR AAS   |
| 🛗 My Events        | <b>MEMBER COMPASS</b> <sup>™</sup>  |
| Hy Orders          | Thank you for your continued support and dedicatic<br>Apartment Association of Southern Colorado. |

9 Pay Balance

VIEW PAGE →

In Pay Balance, you can pay any outstanding dues using your credit card.

| Μ       | EMBER CON                    | MPASS™          |  |
|---------|------------------------------|-----------------|--|
| 63<br>1 | Dashboard                    |                 |  |
| \$      | Account History<br>My Events | YOU             |  |
| )<br>T  | My Orders<br>Profile         | Thanks for stay |  |

## **10** Account History

VIEW PAGE →

In Account History, you see all your account history.

|   | about me   | EMBERSHIP EVENTS    | EDUCATION ADVOCACE  |                           |                   | <b>F</b> |
|---|--|---------------------|---------------------|---------------------------|-------------------|----------|
| <ul> <li>Dashboard</li> <li>Pay Balance</li> </ul>      | ■     Batch actions     Fi       □     Ø     Product Invoice - # | nd by member or num |                     | SORT BY <u>Open Invoi</u> | ices ✓ ↓F<br>PAID |          |
| Accoupt History     My Events     My Orders     Profile | BILLED TO<br>Test Company (TEST)<br>DATE                         | TOTAL<br>DUE DATE   | BALANCE<br>\$0.00   | View &                    | « Print           |          |
| Login & Password<br>Payment Methods                     |  | < FIRST PREVI       | OUS 1-1 NEXT LAST > |                           |                   |          |
| 2 People  |  |                     |                     |                           |                   | 8        |

## 11 My Events

VIEW PAGE →

In My Events, you can view all the events you have attended or are planning to attend.



## 12 My Orders

VIEW PAGE →

In My Orders, you can see any open and closed orders.

| MEMBER CUN   | APA55           | 1              |                    |      | . IE  |  |
|--|-----------------|----------------|--------------------|------|-------|--|
| Pay Balance  | Pind by order # | ]              |                    | FULF | ILLED |  |
| <ul> <li>Account History</li> <li>My Events</li> </ul> | PURCHASED BY    | TOTAL          | DATE               | View | •     |  |
| Hy Orders  |                 | < FIRST PREVIO | DUS 1-1 NEXT LAST> |      |       |  |
| Login & Password                                       |                 |                |                    |      |       |  |
| <ul> <li>Payment Methods</li> <li>Company</li> </ul>   |                 |                |                    |      |       |  |
| 🏝 People   |                 |                |                    |      |       |  |
| 🔁 Logout   |                 |                |                    |      |       |  |

## 13 Profile

VIEW PAGE →

In **Profile**, you can edit your personal information.

|   | ABOUT ME                                | BERSHIP EVENTS           | EDUCATION            | ADVOCACY INF    | ORMATION RENT | TERS |    |
|---|---|--------------------------|----------------------|-----------------|---------------|------|----|
|   |   |                          |                      |                 | -             |      |    |
| MEMBER COM  | PASS™                                   |                          |                      |                 |               | _    |    |
| <ul> <li>Dashboard</li> <li>Pay Balance</li> <li>Account History</li> </ul>                     | FIRST NAME<br>Your<br>COMPANY           | L<br>N                   | IST NAME<br>ame      |                 | ම් Save       |      |    |
| <ul> <li>My Events</li> <li>My Orders</li> <li>■ Profile</li> <li>● Locie 0.0 proved</li> </ul> | If you need to edit your<br>contact us. | first name, last name, c | r the company you wo | ork for, please |               |      |    |
| Company     Company   | PROFILE INFOR                           | MATION                   |                      |                 |               |      |    |
| Reople  | PHONE                                   |                          |                      | Internatio      | inal?         |      | 11 |

## 14 Login & Password

VIEW PAGE →

In Login & Password, you can update your email and password and turn on your *Two-Factor Authentication* for more security.

|   |   | ABOUT MEMBERSHIP   | EVENTS EDUCATION | ADVOCACY INFORMATION | RENTERS |    |
|---|---|--|------------------|----------------------|---------|----|
|   |   |  |                  |                      |         |    |
|   | MEMBER CON  | PASS™  |                  |                      |         |    |
|   | <ul> <li>Dashboard</li> <li>Pay Balance</li> </ul>  | CONTACT EMAIL<br>To change your contact email, please update your profile.                               |                  |                      |         |    |
|   | <ul><li>Account History</li><li>My Events</li></ul> | LOGIN EMAIL *  |                  |                      |         |    |
|   | Hy Orders   | NEW PASSWORD   | <b>6</b> &       |                      |         |    |
|   | Login Password                                      |  |                  |                      |         |    |
|   | <ul><li>Company</li><li>People</li></ul>            | TWO-FACTOR AUTHENTICATION  | >                |                      |         |    |
| 4 | Logout  | CURRENT PASSWORD *<br>In order to update your login email or password, we need<br>your current password. | you to confirm   |                      |         | 13 |

## 15 Payment Methods

VIEW PAGE →

In **Payment Methods**, you can add or remove credit cards you have saved for your account.

| AASC               | ABOUT MEMBERSHIP | EVENTS EDUCATION                   | ADVOCACY INFORMA      | TION RENTERS   | -  |
|--------------------|------------------|------------------------------------|-----------------------|----------------|----|
|                    |                  |                                    |                       |                |    |
| MEMBER COMPAS      | S™               |                                    |                       |                |    |
| Dashboard          |                  |                                    |                       | + Add New Card |    |
| Pay Balance        |                  |                                    |                       |                |    |
| \$ Account History | You do not ha    | ve any cards on file. Click "Add I | New Card" to add one. |                |    |
| 🛗 My Events        |                  |                                    |                       |                |    |
| 🐂 My Orders        |                  |                                    |                       |                |    |
| 🛃 Profile          |                  |                                    |                       |                |    |
| Login & Password   |                  |                                    |                       |                |    |
| Payment Methods    |                  |                                    |                       |                |    |
| â Company          |                  |                                    |                       |                |    |
| 👫 People           |                  |                                    |                       |                |    |
| E Logout           |                  |                                    |                       |                |    |
|                    |                  |                                    |                       |                | 15 |
|                    |                  |                                    |                       |                |    |

## 16 Company (ONLY FOR ACCOUNT PRIMARIES)

VIEW PAGE →

In **Company**, you can update your Companies contact information, add logo's, and social media handles.

| MEMBER COMPASS <sup>™</sup>   |
|---|
| O Dashboard   Image: Profile   Image: |

## 17 People

VIEW PAGE →

In **People**, you can add, edit, remove people. You can also give management access to your people so they can edit your Company contact information.

