Instructions for Creating Your AOBA Account

Step 1: In your web browser please go to AOBA's website at www.aoba-metro.org . Once you are on AOBA's homepage you will see **"Join"** with a globe next to it at the top right corner. I have circled it in yellow in the image below. ***Please note that this does not mean you are joining as a new member***
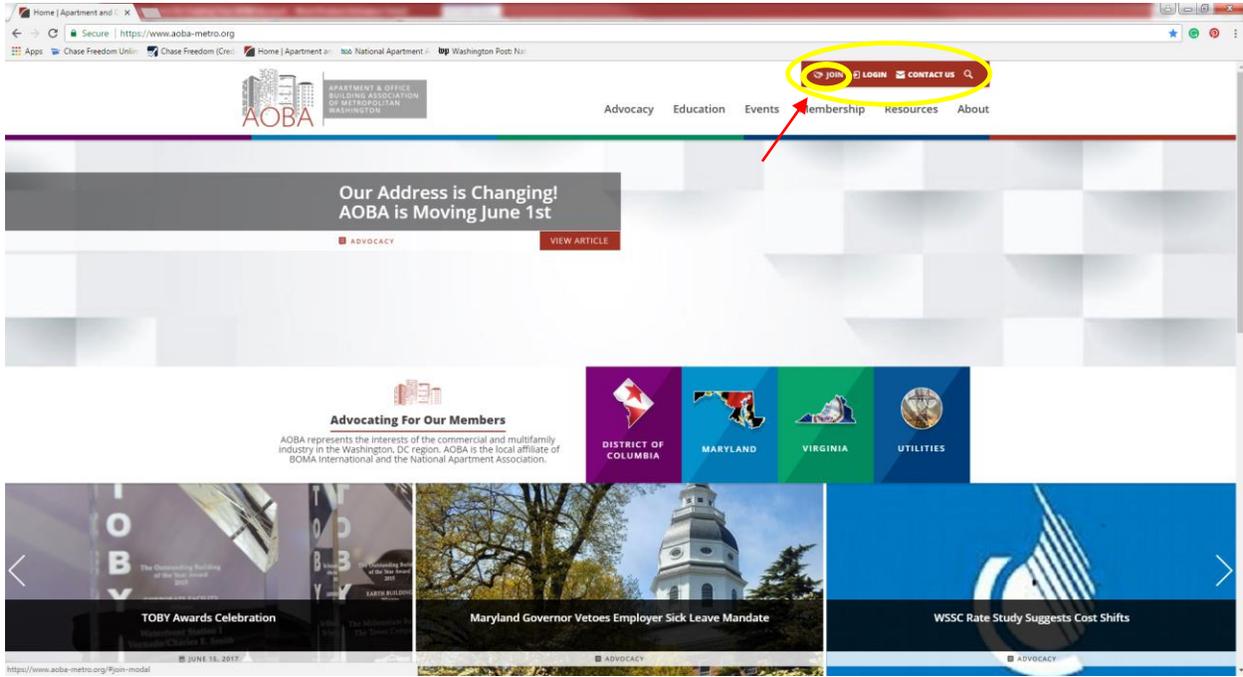
Step 2: Once you click on Join a box will pop up asking whether your company is a member, or if you would like to sign up for membership. Please choose the option to the left, indicating your company is already a member. I have circled the option you need to choose in the image below.
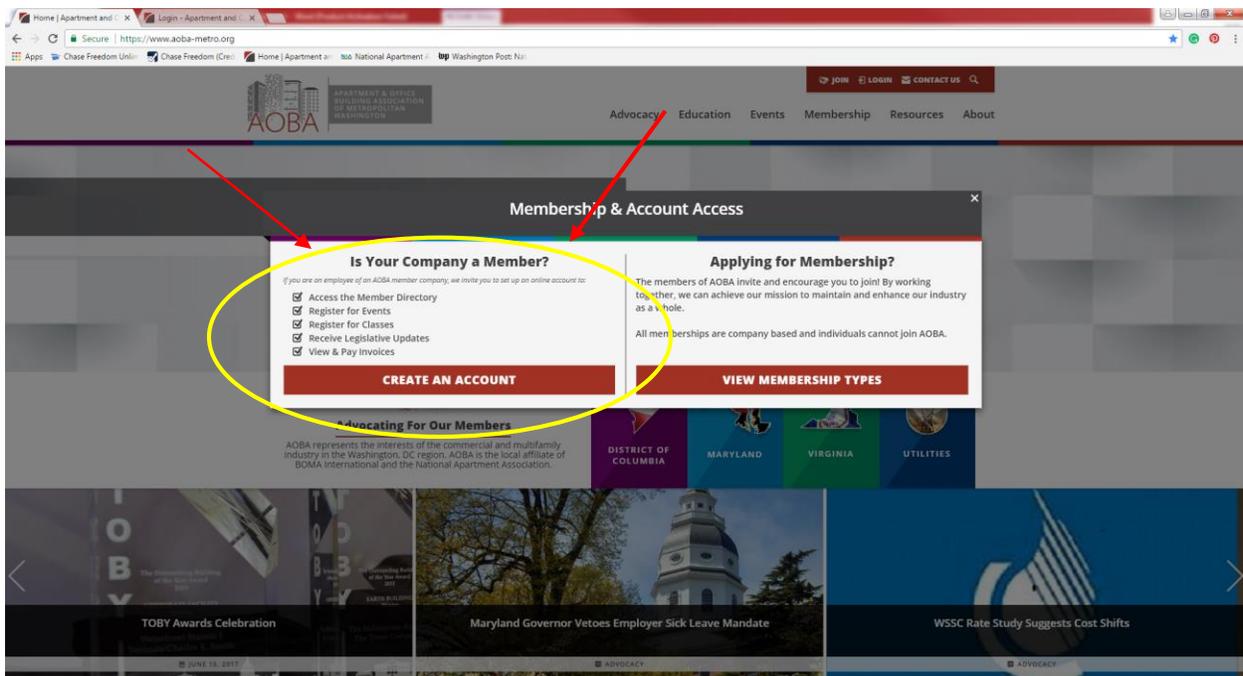
Step Three: This is the part where you will put in your own company email address and create a password (please choose one that is easy to remember). Please see my example below, **and do not forget to agree to the terms and conditions before hitting next step.**

Step Four: Please fill out of all your contact information you find necessary. **The "Parent Member" is your employer company**. For example; JLL or Securitas would be the Parent Member. You do not need to include your Facebook URL, LinkedIN URL, or Twitter handle. Once you are done filling in your information, scroll to the bottom of the page and click "complete my registration" at the bottom left corner. ***Please note "Area of Expertise" only applies to Associate Members. It also is available to fill out on your company profile page.*** You are able to access your company profile page once you are logged in.

Once you have successfully created your account and are logged in, the below screen should appear. This is your "Member Compass", think of it as your own profile.

Member Compass Settings

1. Pay invoices, keep track of paid invoices, or check for any outstanding invoices.
2. Register for upcoming events
3. On the right side of the page I have circled "Profile" in yellow. This is where you are able to update or change any of your information.
4. Many of the AOBA pages and events are hidden to members only. In order to access the Member Directory, advocacy pages, and register for member only events – you will always need to be logged in. You will know if you are logged in because your name should appear at the top right part of the screen, and it should say "logout" next to your name. If you do not see your name, that means you are not logged in.