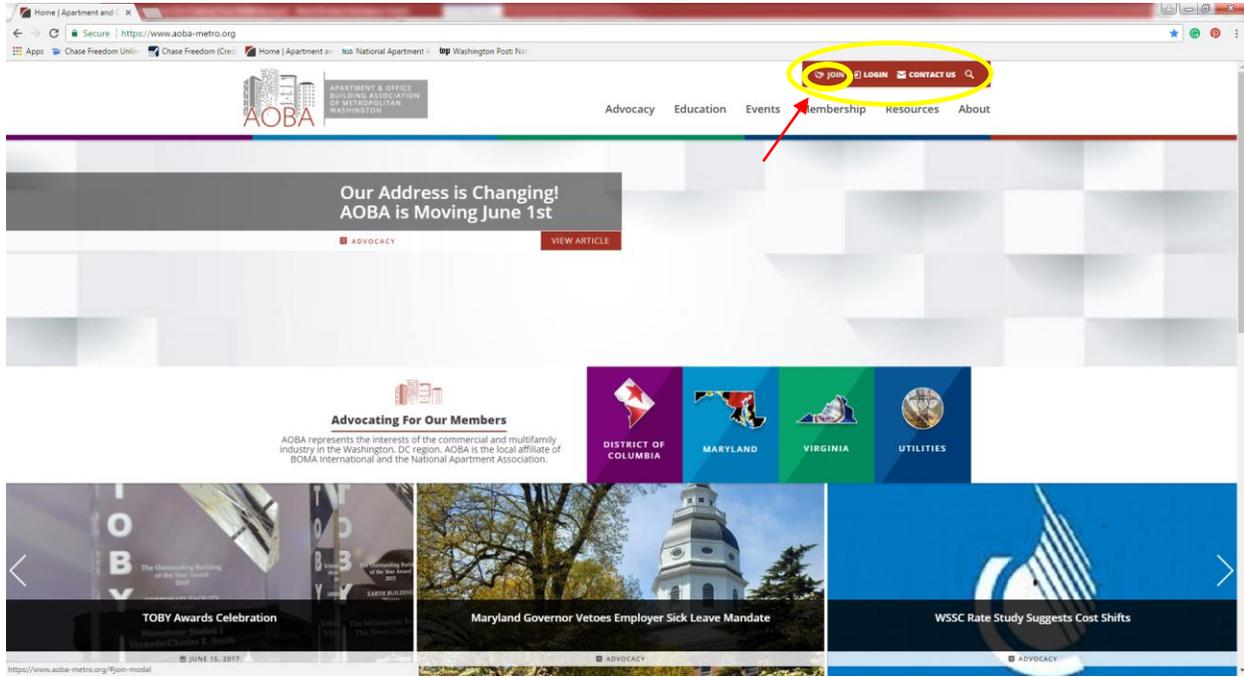
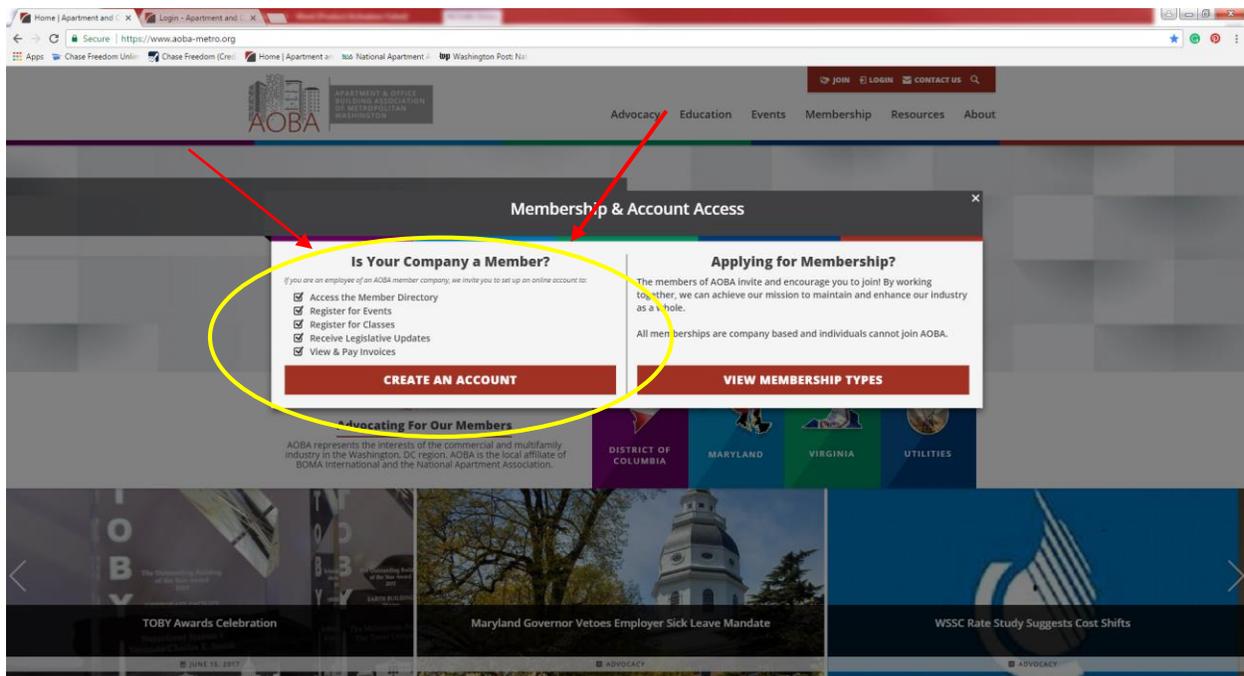


Instructions for Creating Your AOBA Account

Step 1: Go to AOBA's website at www.aoba-metro.org. On AOBA's homepage you will see "Join" at the top right corner. It is circled 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. It is circled in the image below.



Step Three: This is where you will put in your own company email address and create a password (please choose one that is easy to remember). Please see the example below, **and do not forget to agree to the terms and conditions before hitting next step.**

The screenshot shows the registration process on the AOBA website. At the top, there are navigation links for 'JOIN', 'LOGIN', and 'CONTACT US'. Below this is a progress bar with three steps: '1 MEMBERSHIP TYPE', '2 LOGIN METHOD', and '3 CONTACT INFO'. The current step is '2 LOGIN METHOD', which is highlighted. The registration form prompts the user to 'Simply choose to connect with Facebook or Google, or enter an email and password.' There are three main options: 'Connect with Facebook', 'Connect with Google+', and 'Email and Password'. The 'I agree to the Terms & Conditions' checkbox is highlighted with a yellow circle and a red arrow. The 'Email' field contains 'ehubbell@aoba-metro.org' and the 'Create Password' field is empty. A red arrow points to the 'NEXT STEP' button at the bottom right of the form.

Step Four: Please fill out of all your contact information that 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 fill 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 will be able to access your company profile page once you are logged in.

PLEASE INCLUDE YOUR SHIPPING ADDRESS SO YOU CAN RECEIVE OUR PRINT NEWSLETTER, INSIDE, mailed six times per year!

Now that you have successfully created your account and are logged in, the screen pictured below should appear. This is your “Member Compass” -- think of it as your own profile.

Member Compass Settings allow you to:

1. Pay invoices, keep track of paid invoices, or check for any outstanding invoices.
2. Register for upcoming events
3. Update or change any of your information on your “Profile” – see the right side of the page below where “Profile” is circled in yellow.
4. Access Members Only pages. (Many of the AOBA pages and events are hidden to members only. You must always be logged in to access the Member Directory, advocacy pages, and register for member only

events. You will know if you are logged in because your name will appear at the top right part of the screen. If you do not see your name, it means you are not logged in.)

The screenshot shows the AOBA Member Compass website interface. At the top, the AOBA logo is on the left, and navigation links for Advocacy, Education, Events, Membership, Resources, and About are in the center. On the right, a user profile dropdown menu is visible, containing a name (partially obscured), a 'LOGOUT' button, and a 'CONTACT US' button. A red arrow points to this dropdown menu. Below the navigation is a 'Member Compass' banner with a 'Profile' button circled in yellow and pointed to by a red arrow. The main content area features a 'Welcome to your Member Compass' message with instructions to view, print, pay invoices, update the profile, and manage events. A membership card shows 'MEMBERSHIP VIA Akridge', 'MEMBER SINCE 2000', and 'DUES RENEWED UNTIL December 31, 2017'. Below this is a promotional banner for Constellation energy solutions. The footer contains three columns: 'CONTACT' with address and phone number, 'AOBA ALLIANCE, Inc.' with a description and 'LEARN MORE' button, and 'Going Greener' with a description and 'LEARN MORE' button. The bottom of the page features logos for 'NOVI AMS' and 'BOMA NAA'.