

ADDITIONAL LOGIN INFORMATION

The following is a brief description of the changes for engaging the My INCE integrated database that now has functionality to give you a better understanding and knowledge of how you can manage your own account, at your convenience and in one place.

1. **Site Login.** INCE members will login to the My INCE membership portal that will provide access to the INCE-USA membership database, the Website and the My INCE section. Several security levels have been established to control various levels of access. In order to access these new membership functionalities you must have a username and password to login. For security purposes, we have created a new username and password for you, but we strongly encourage you to log in and change your username and password as soon as possible, preferably upon your initial login to the site.

Passwords must have the following:

Minimum of 7 characters in length

At least one ALPHA (B)

At least one NUMERIC (2)

At least one CHARACTER (!)

Example: RT2015!

2. **My Profile/About Me.** INCE members and non-members can maintain control of their own profile information including address and address preferences for up to three different locations (work, home, street) and easily access their payment history online or through a mobile device. They can also manage their online communities, expand their profile with data from popular social media sites, and extend their professional network by accessing a searchable directory of members. Under this About Me section an INCE member will be able to answer multiple INCE demographic questions that are asked on the join application to better help INCE understand their members.

3. **Renew Membership.** Members will be able to renew membership fees online or through a mobile device.

4. **JOIN INCE.** This feature allows non-members to create a new INCE account with a username and password and JOIN INCE in real-time at any time during each membership year. New members will be able to select the appropriate membership category that is best suited to their needs. When setting up your account profile, new members will be able to select a business and a secondary address, as well as their preferred billing, mailing and shipping address preferences. During the application process, new members will be able to answer multiple INCE demographic questions that are asked to better help INCE understand their members.

5. **Event Registration.** Users will be able to register for INCE Meetings online. This includes one person/one registration, member/nonmember pricing, early bird pricing, as well as the ability, when appropriate, to log backin to that registration and make any itinerary changes that are needed in order to have a great experience at the meeting. Note: users who do not have a membership profile in iMIS will need to create one prior to registering for any meeting.

6. **Searchable Member Directory.** Users will be able to search the online database using the iMIS data. This includes simple search/return capability - for example, by name, location, company, and other contact information fields.

For further information please contact the INCE office at IBO@inceusa.org or 703-234-4124. We hope you enjoy all of the new enhancements to the My INCE Member Portal.