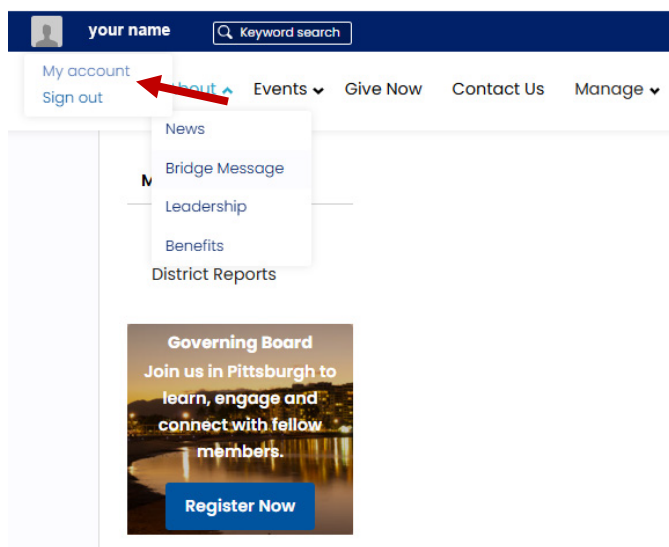
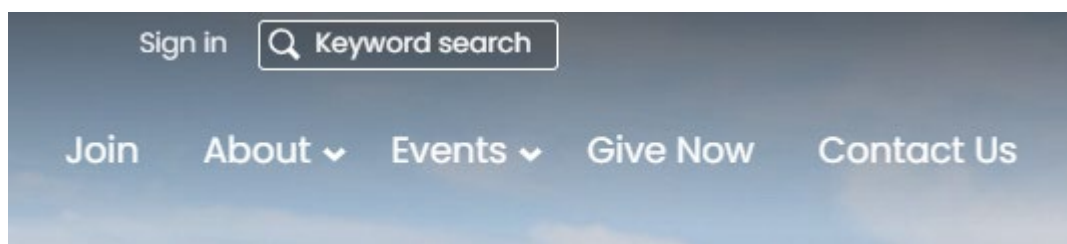


# Member Portal User Guide

DRAFT - 9/26/2024

## Logging in

Go to <https://portal.americasboatingclub.org> and click sign in.

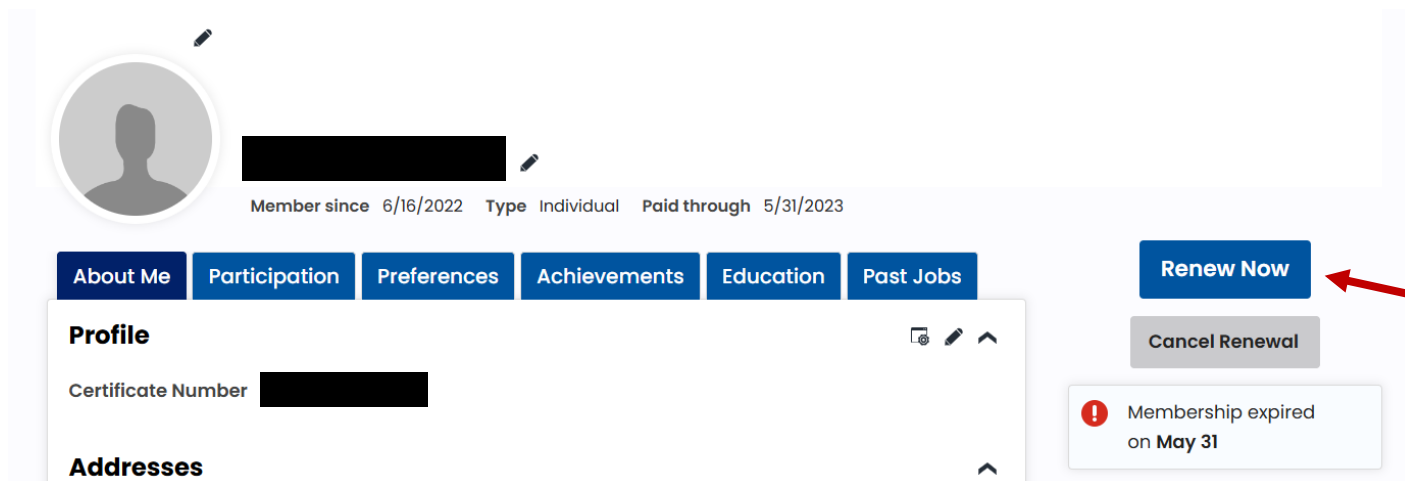


After logging in, you can view your member information by going to "My account."

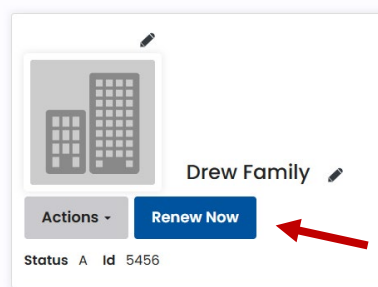
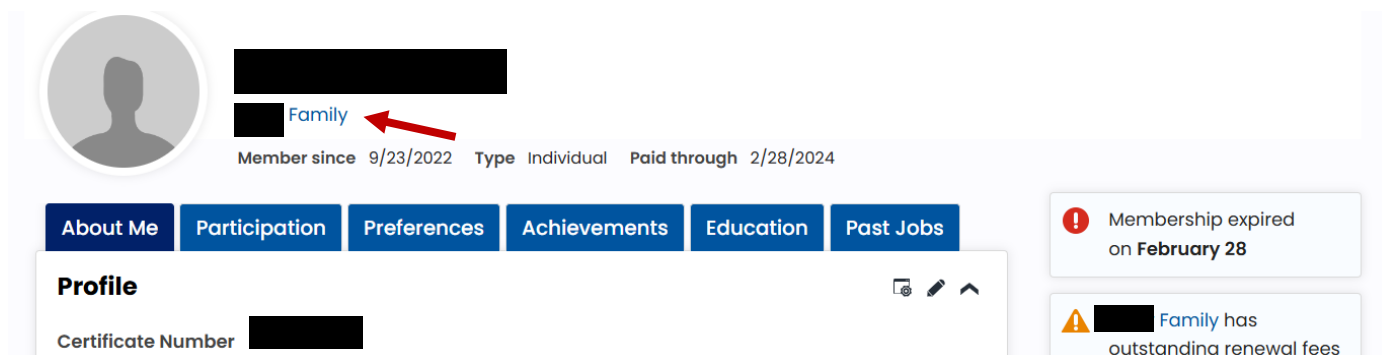
# Renewing Your Membership

If you have outstanding dues, you can log in and go to your account page to renew your membership.

**Individual members** will see a “Renew Now” button to the left of their member profile area. Clicking that button will take them to their invoice.



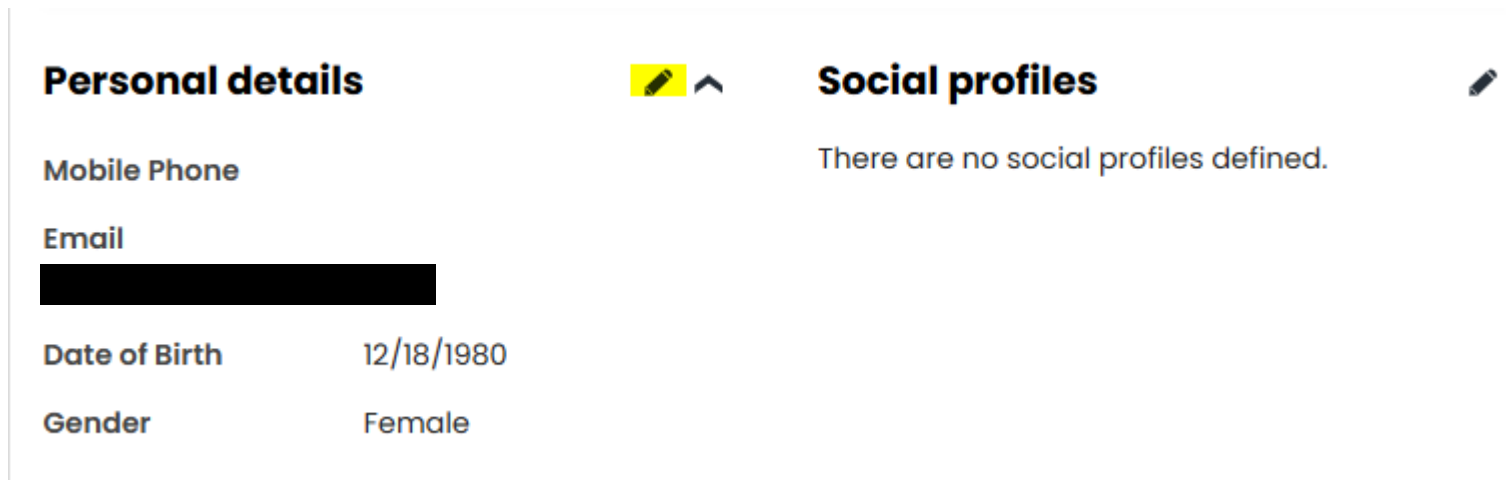
**Families** will see a family name hyperlink under their member profile name. To pay dues, click on the family name hyperlink to go to the family membership page.



Families will see a “Renew Now” button on their family page.

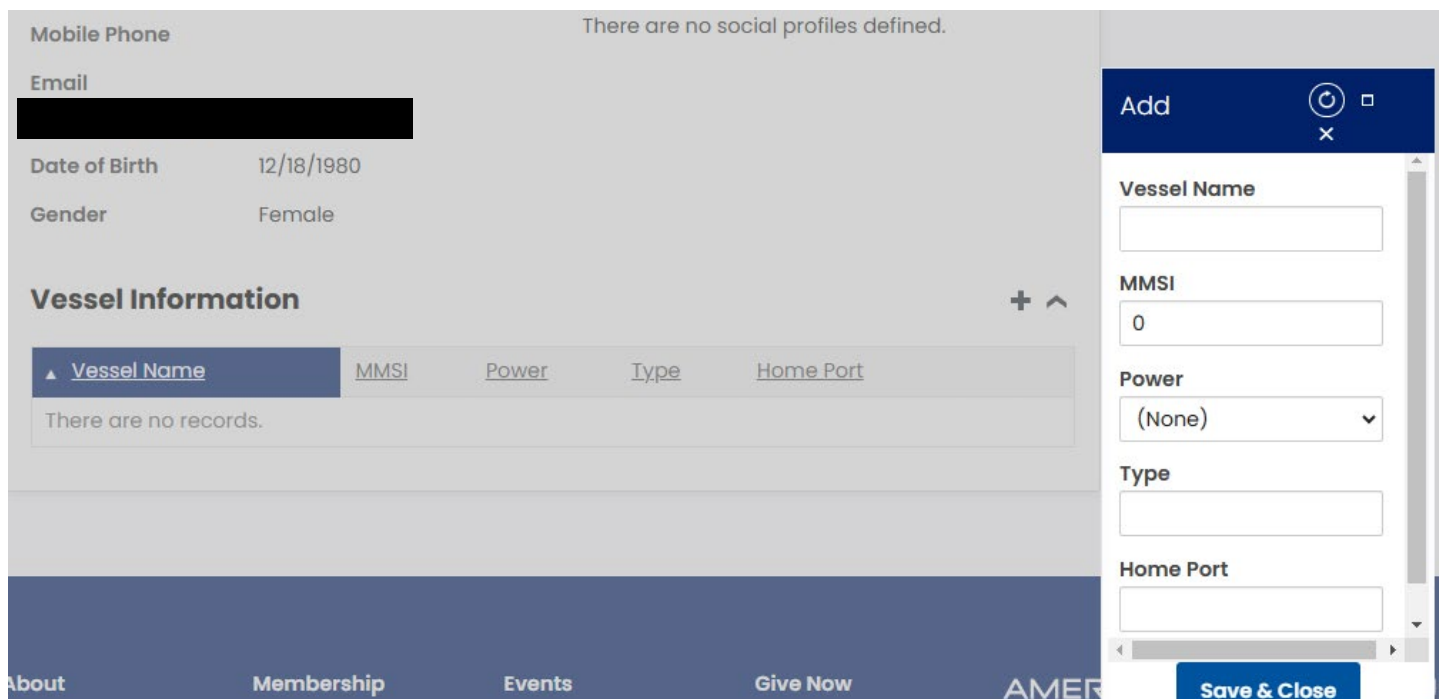
# Updating Your Member Information

After logging in and going to your profile page, you can edit and update your information wherever you see a pencil icon.



The screenshot shows a user's profile page with two main sections: 'Personal details' and 'Social profiles'. The 'Personal details' section includes fields for 'Mobile Phone', 'Email' (redacted), 'Date of Birth' (12/18/1980), and 'Gender' (Female). A yellow pencil icon and an upward arrow are visible next to the 'Personal details' title. The 'Social profiles' section contains the text 'There are no social profiles defined.' and a pencil icon.

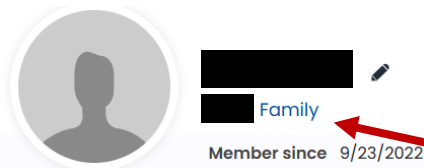
If an area has a plus sign beside it, you can click that to add data to a record, such as a vessel name, type, MMSI, and home port. Be sure to save and close after any edits.



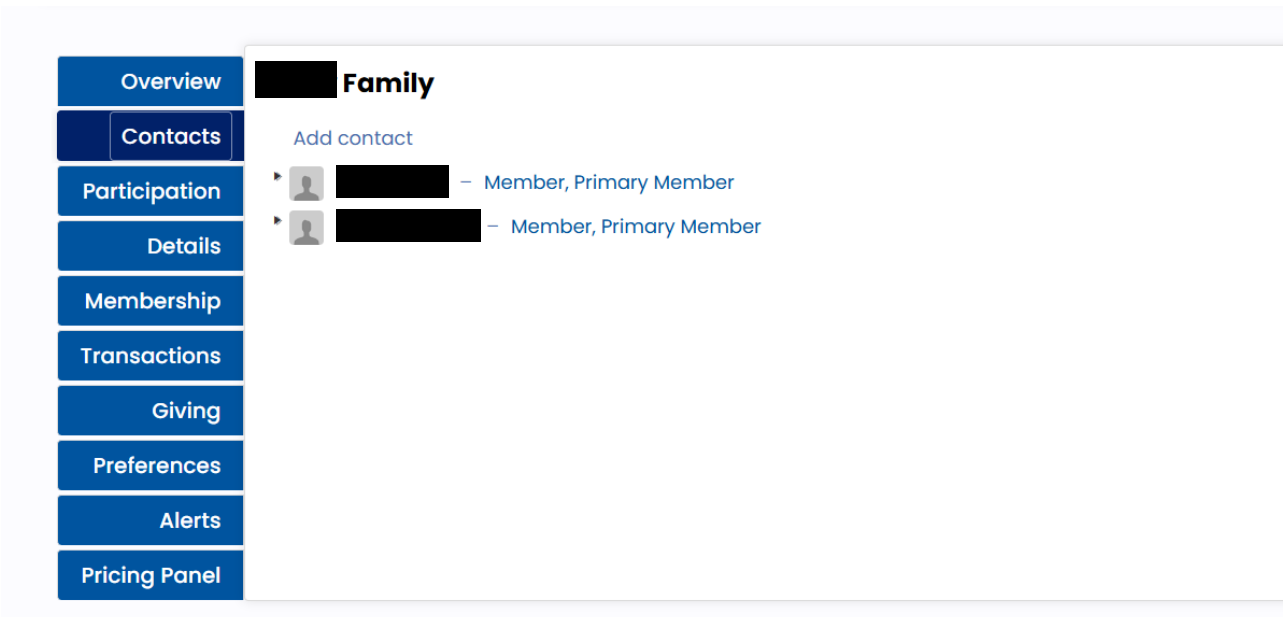
This screenshot shows the 'Vessel Information' section of the profile page. The section title 'Vessel Information' has a plus sign and an upward arrow next to it. Below the title is a table with columns for 'Vessel Name', 'MMSI', 'Power', 'Type', and 'Home Port'. The table currently contains the text 'There are no records.' An 'Add' modal is open on the right side of the screen, allowing the user to enter new data. The modal has a blue header with 'Add', a refresh icon, and a close icon. The fields in the modal are: 'Vessel Name' (text input), 'MMSI' (text input with '0' entered), 'Power' (dropdown menu with '(None)' selected), 'Type' (text input), and 'Home Port' (text input). At the bottom of the modal is a 'Save & Close' button. The background of the profile page is dimmed.

# Adding a Primary Member to Your Family

Primary Members can pay dues on behalf of the family. In many cases, only one member was selected as primary by default when brought over from our previous system. Click the blue family name hyperlink to get to the family unit profile.



You'll find your family members on the "Contact" tab in the family profile. Click "Member" to add "Primary Member" status to a family member to allow them to pay dues on your family's behalf.



## Setting up autopay

**Individuals** should go to the "Preferences" tab and add your information to set up autopay.

**Families** should go to the "Preferences" tab of the family profile to set up autopay.

### Automatic payment options

[Add a new payment option](#)

Card	Expires
There are no automatic payment options to display.	