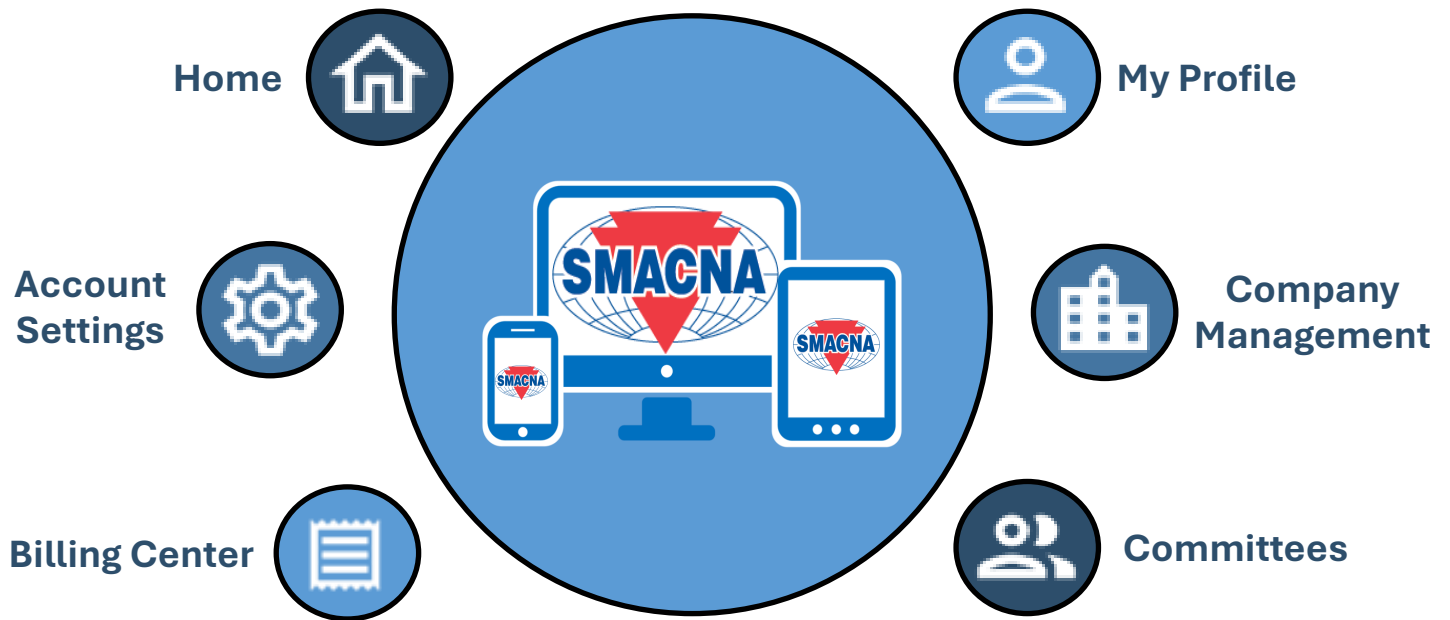


The SMACNA Portal has Launched!



All the tools you need, at your fingertips.

Get Started Today!

- Visit the SMACNA Portal at <https://www.smacna.org/>.
- Select "Login" from the top navigation bar.
- If you have an existing account, enter your login credentials and proceed.
- If you are a new user, enter your email address to receive a one-time passcode or select "Join Now" to create an account.
- Upon successful login, you will be directed to the SMACNA homepage.
- Click on your name in the top navigation bar and select "SMACNA Portal" from the dropdown menu.

You're now in the SMACNA Portal!

Key Features:

- **Manage Your Profile:** Update your contact information, professional bio, and preferences.
- **Company Management:** Connect to employees, manage your roster, and define administrative roles.
- **Stay Informed:** Access publications, and select newsletters of interest.
- **Simplified Transactions:** View invoices, make payments, and manage your billing history.
- **Committee Access (Members):** Find committee information and connect with fellow members.
- **Coming Soon:** Streamlined event registration, member directory, automated workflows, and more!

SMACNA Portal at a Glance

This user-friendly platform simplifies your experience by offering a single access point for a variety of resources. Stay informed, and connected – all within the SMACNA portal!



The SMACNA portal **"Home"** page provides a central location to access various resources. Quick links are available for the SMACNA website, bookstore, and IFCAR. Additionally, users can manage their profiles, companies, and newsletter subscriptions, or register for the 2024 Convention through the quick access buttons.



The **"My Profile"** section allows you to personalize your SMACNA experience. Update contact details, biography, and publication preferences. Specify your interests by state and choose to receive information from industry partners. Review and update your addresses, including shipping, billing, and voting designations. Additionally, manage your company affiliations and connect with friends and family within the SMACNA portal.



Company administrators can utilize the **"Company Management"** section to connect employees to the company profile and manage the employee roster with defined administrative roles. This section also allows for reviewing and updating company information, including addresses with designated shipping, billing, and congressional engagement options. Additionally, administrators can manage employee requests to join the company roster and approve access to SMACNA benefits (if applicable).



The **"Committees"** section provides a centralized hub for managing your SMACNA committee involvement. Access information for both current and past committees you're a member of, including contact details for fellow committee members. This allows you to easily stay connected and informed about committee activities.



The **"Billing Center"** offers a one-stop shop for managing your SMACNA finances. Review your personal payment history, open invoices, and generate account statements. If you're a company administrator, you can access dedicated features for managing company billing. View your company's open invoices and billing history, make payments, and generate statements for your company's account.



The **"Account Settings"** section empowers you to manage your SMACNA login credentials and payment methods. Update your login email address, change your password for enhanced security, and conveniently add or manage your saved payment methods for a streamlined online transaction experience.