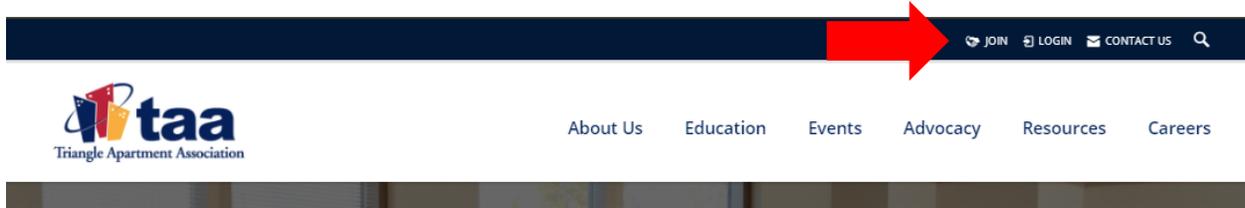
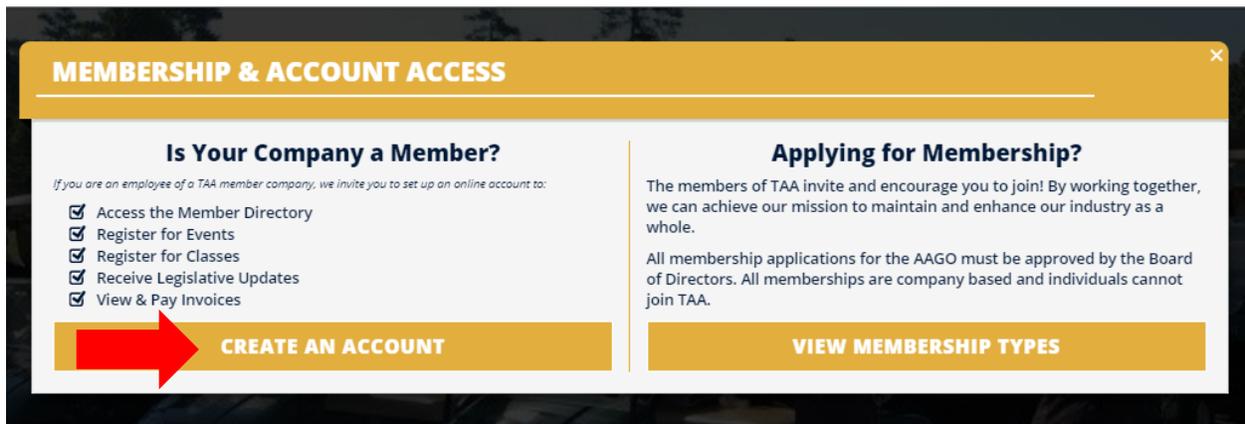


How to create an account on TAA's new website when your company is already a TAA Member:

1. Visit www.triangleaptassn.org
2. Click "Join"

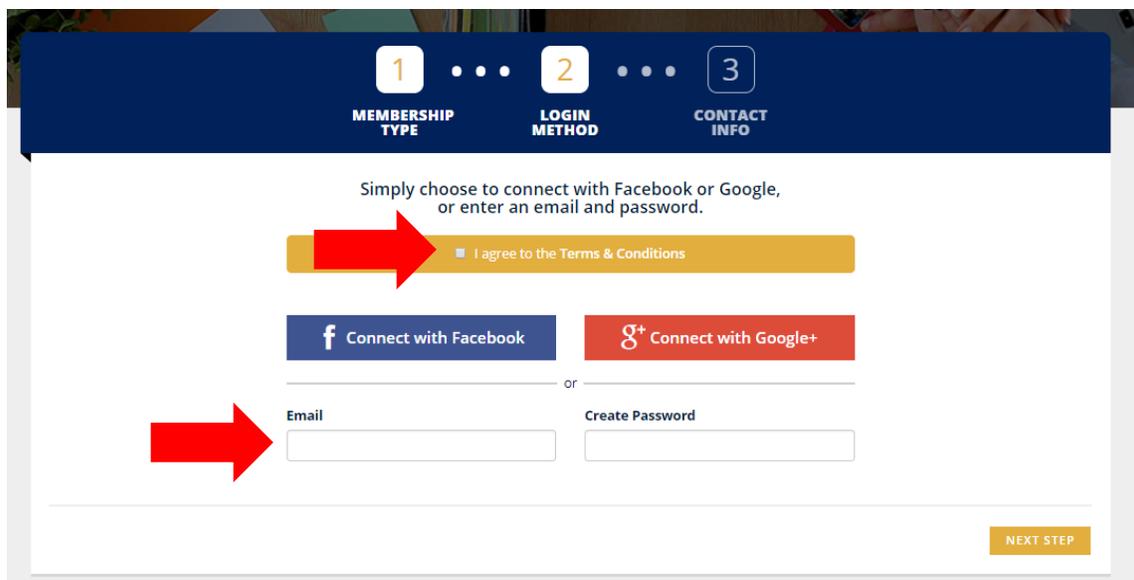


3. Click "Create an Account."



4. Agree to Terms & Conditions

5. Enter your own unique username (email) and select a password. The email you use does not need to be your professional email, it can be a personal email. *The email you use for your username does not need to match the email you'd like to show in the directory and use to receive communications from TAA.* Note, you also have the option to login via your Facebook or Google+ Account. **This does not allow us to login or post to your social networks!** It only matches your login information so you have one less password to remember.



6. Enter your First Name, Last Name, and Parent Company. Your Parent Company is the company you work for. **If you work on-site, please put your property's name**, not the management company's name. As you start to type in your property or company's name, it should appear in a drop-down menu. If your company does not appear, please stop and contact us.

The screenshot shows a registration form with three steps: MEMBERSHIP TYPE, LOGIN METHOD, and CONTACT INFO. Red arrows point to the input fields for First Name, Last Name, and Parent Company.

*** FIRST NAME**
Example

*** LAST NAME**
TAA Staff

*** PARENT COMPANY**
Your parent company is the company that you work for. Generally, this is the apartment community where you work. If that doesn't apply to you, then this would be your company. If your company name does not appear, please contact us.

Begin typing the name of member

Triangle Apartment Association
7920 ACC Boulevard

7. If you have a record in our system, it will find you based on your First Name, Last Name, and Parent Company. (Remember, if you work on-site, it will look for you at your Property, NOT your Management Company.)

RECORD MATCHING: Is this you?

We found a record that matches the information you provided.

If this is you, please click the "Verify" button below, and a validation code will be sent to the email address on file. If not, please contact us for help registering.

Example TAA Staff - Triangle Apartment Association

VERIFY or **CONTACT US**

8. If the record matches, click "Verify". If it does not appear correctly, please stop and contact us.

9. After clicking "Verify", you will receive an email with a 6 digit code. Enter the 6 digit code on the next pop-up to confirm your identity.

RECORD MATCHING: Is this you?

We've sent a 6 digit validation code to
E****@TRIANGLEAPTASSN.ORG

Enter Code: **CONFIRM**

Wrong email or didn't receive code? [Contact Us](#)

10. After confirming your identity, please update your profile by adding or editing information to each field.

11. When your profile is complete, click “Complete Registration”.

The screenshot shows a registration form with two main sections: 'Awards' and 'Volunteer Work'. The 'Awards' section has an input field for 'AWARD NAME' and another for 'YEAR(S)' with a note 'Separate with semi-colon or tab'. Below these is an 'ADD' button. The 'Volunteer Work' section has an input field for 'NAME OF VOLUNTEER WORK' and an 'ADD' button. At the bottom right, a yellow button labeled 'COMPLETE REGISTRATION' is highlighted with a red arrow pointing to it from the left.

12. You'll be re-directed to your “Member Compass”. If you are the Primary Contact for your property or company, you'll have access to see all invoices, staff, and update your company's profile. If you believe you should have this access but do not see those tabs, please contact us.

The screenshot displays the Member Compass dashboard. At the top, a dark blue navigation bar contains the user name 'Example TAA Staff, Logout', a 'CONTACT US' link, and a search icon. Below this is the TAA logo and a main navigation menu with links for 'About Us', 'Education', 'Events', 'Advocacy', 'Resources', and 'Careers'. The dashboard header features a large banner with the text 'Member Compass™' and a red arrow pointing to the 'EVENTS' tab in the navigation menu. Below the header, a welcome message reads: 'Welcome to your Member Compass! Here you can edit your Member Profile, view and register for upcoming classes and events, and stay up to date with TAA News. If you have any questions or need assistance, please [contact us](#).' To the right, there is a yellow button labeled 'INTERESTED IN A Membership?' with a 'NON-MEMBER' badge and a 'CONTACT US' link below it.