

We are thrilled to announce that all Organizational Member representatives now have their own login credentials. No more sharing usernames and passwords!

Beginning in January 2018, all member reps will be able to set up their own website access.

- Main rep logs into ACTO website and clicks on MEMBERSHIP DETAILS (right hand side)
- Under Sponsored Members, find the code and/or URL and forward this to each member rep
- Remind each rep they must be LOGGED OUT of the ACTO website before using the URL and/or trying to join as an **Organizational Employee Member**.
- Each member rep can then 'join acto' as an **Organizational Employee Member**. Once the code is entered into the discount code field, the membership will be free.

*\*Note: organizational member reps will not have a directory listing, only the main Organization will continue to have an active listing. If the organization ends their ACTO Membership, all member rep memberships will also end.*

To register for the monthly forums or the annual conference, members must login to access the member registration links so make sure all your reps are given the code/URL.

Your existing login credentials will remain for your organization (and will be the billing contact) so please update/reset your password once you have instructed your reps to register themselves on the site.

If you have any questions, please contact [laura@actoononline.org](mailto:laura@actoononline.org).