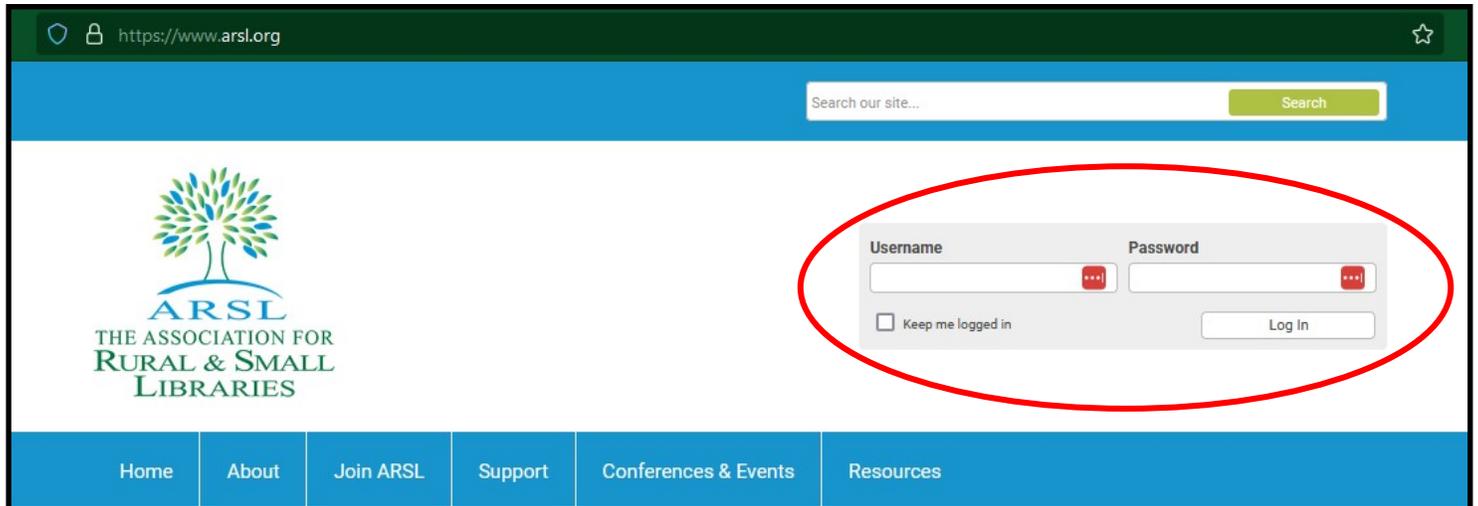


Managing Your Organization as an Organizational Key Contact

Logging In to Your Member Profile & Accessing Your Organization Information

1. On the ARSL homepage (<https://www.arsl.org>) enter your ARSL Username and Password to log in to your member profile. Except in rare circumstances your Username will be the email address you used to establish your ARSL membership.

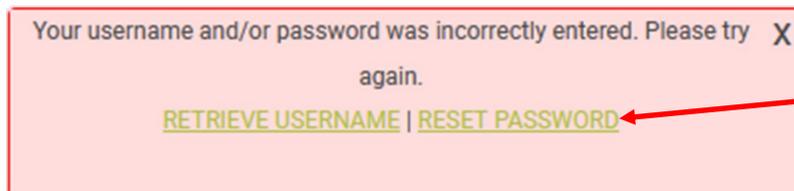


The screenshot shows the ARSL homepage with a search bar at the top right. The ARSL logo is on the left. The login form is highlighted with a red oval and contains the following elements:

- Username field with a red eye icon to toggle visibility.
- Password field with a red eye icon to toggle visibility.
- Keep me logged in
- Log In button

Below the login form is a navigation menu with links: Home, About, Join ARSL, Support, Conferences & Events, and Resources.

2. If you are unsure of your password, you can click the Log In button without entering anything in the Username or Password fields to access the Reset Password link. This link will also appear if you enter your password incorrectly. Click it to initiate the password reset process.



Your username and/or password was incorrectly entered. Please try X again.

[RETRIEVE USERNAME](#) | [RESET PASSWORD](#)

A red arrow points to the "RESET PASSWORD" link.

ARSL Member Login

If you encounter any problems with your login or are unsure if you are a current ARSL member, contact the ARSL Office at info@arsl.org.

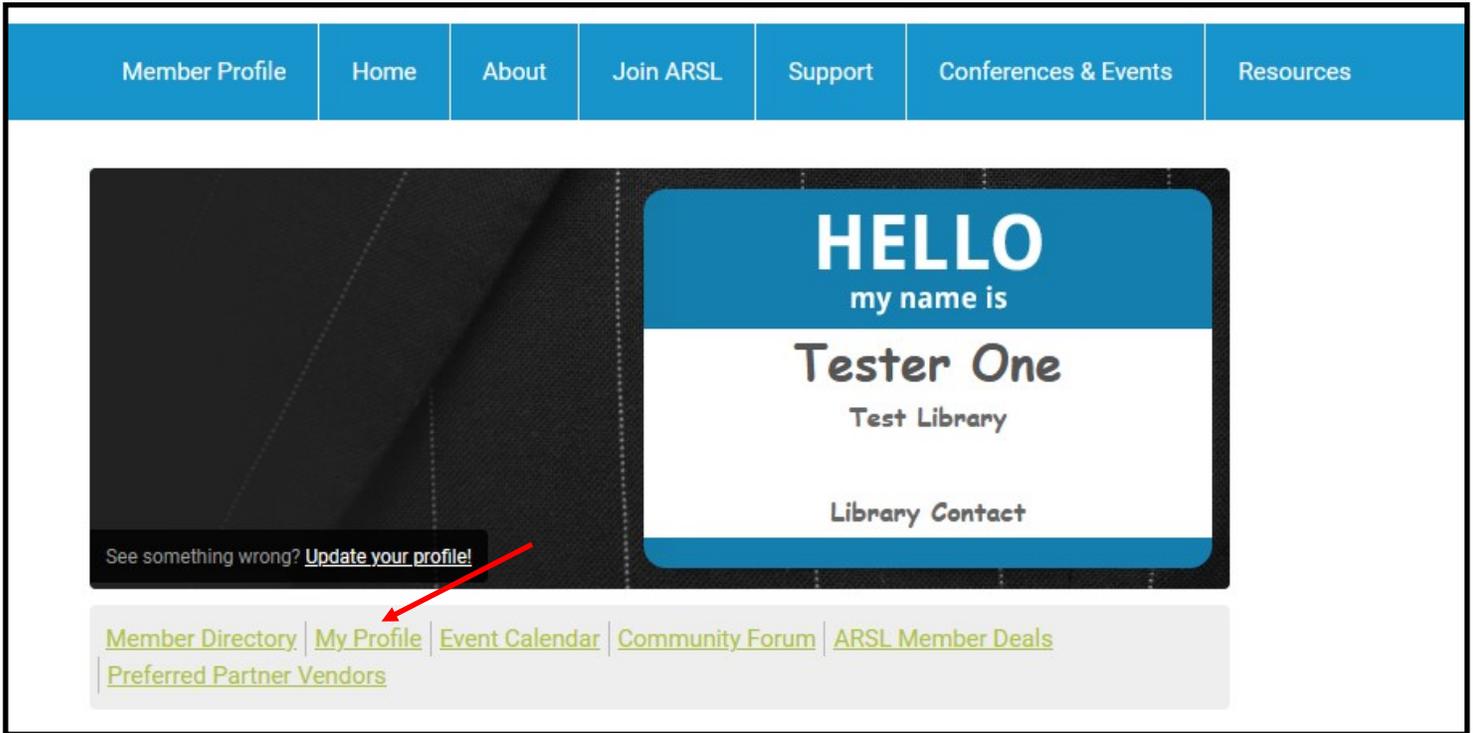
Reset Password

A link to reset your password will be sent to your email address.

Email Address

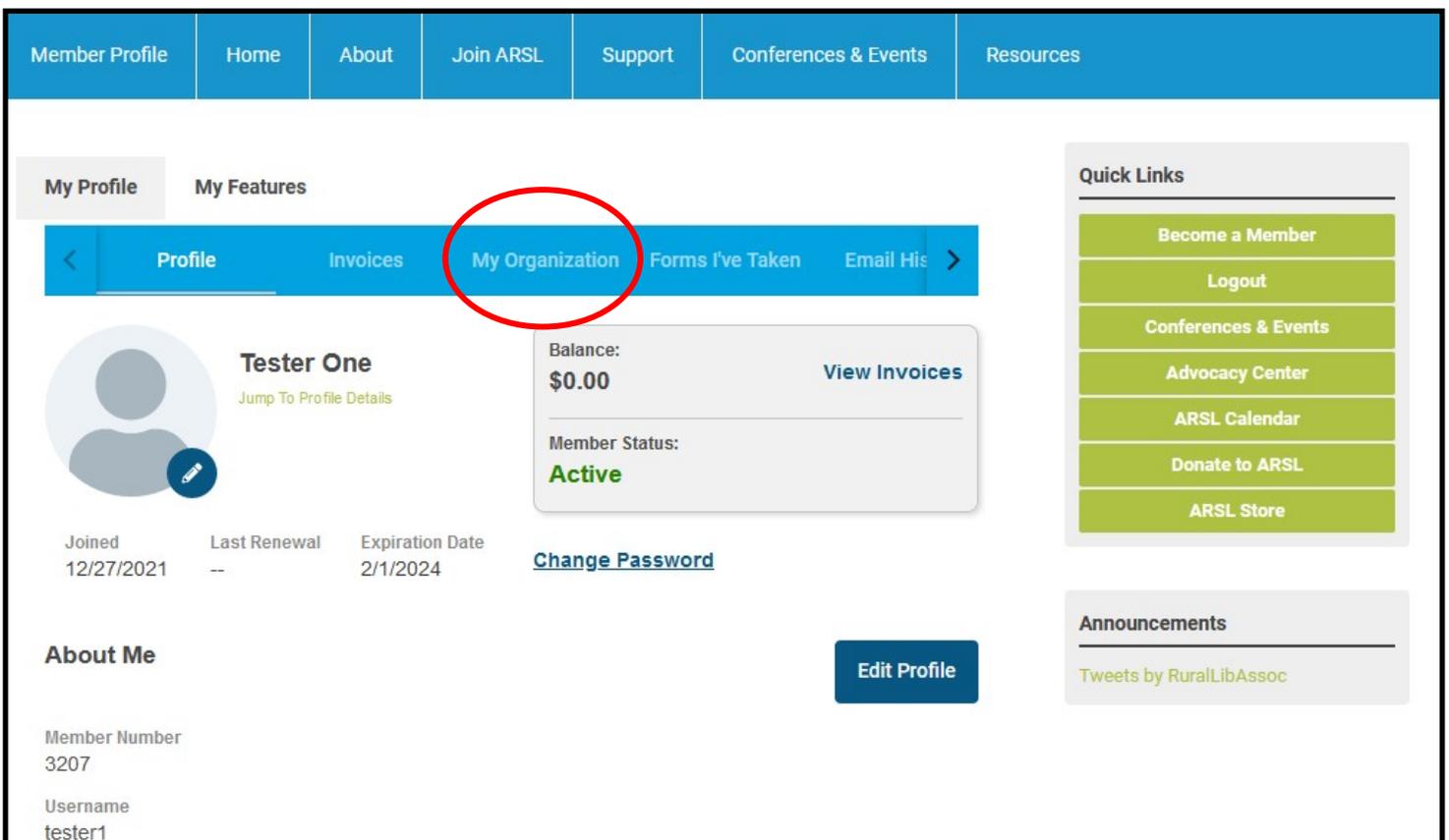
SEND PASSWORD RESET EMAIL

3. On the member landing page, click the green “My Profile” link to access your member profile.



4. Click the My Organization button in the blue My Profile menu to view your organization’s details.

- **Only individuals designated as a Key Contact for their organization’s Organizational Membership will have the ability to modify organization details.** Regular linked individual profiles can view organizational information, but cannot make changes or view/pay invoices not attached to their individual profile.
- Individual ARSL members who are *not* linked to an Organizational Membership will not have a “My Organization” button in their My Profile menu.



Managing Organization & Linked Individual Profile Data

1. Click the **Edit Profile button** on the My Organization page to edit your organization's information. This information includes:

- Organization Name
- Organization Address
- Administrative Contact Email ("Email" field)
- Organization Phone Number
- Region
- Service Population
- Organization Type
- Annual Operating Budget

Member Profile Home About Join ARSL Support Conferences & Events Resources

My Profile My Features

Profile Invoices My Organization Forms I've Taken Email His

Org Profile Org Members Member Invoices Member Forms

Organization Test Library
Jump To Profile Details

Member Status:

About Me

Organization

Quick Links

- Become a Member
- Logout
- Conferences & Events
- Advocacy Center
- ARSL Calendar
- Donate to ARSL
- ARSL Store

Announcements

Tweets by RuralLibAssoc

Edit Profile

2. Click the **Org Members button** (see above) to review the linked individual profiles associated with your Organizational Membership. Use the **"Is Key Contact" toggles** (see below) to set Key Contact privileges. Click any individual's name to review and edit their basic profile details.
3. To add or remove linked individuals, contact the ARSL office at info@arsl.org.

Profile Invoices My Organization Forms I've Taken Email His

Org Profile Org Members Member Invoices Member Forms

Contact Name ↑

Tester One

Tester Two

Is Key Contact

Items per page: 5

1 - 2 of 2

Managing Invoices

1. Click the **Member Invoices button** (see p.3) to view invoices associated with your organization and your organization's linked individual members. Invoices associated with a linked individual will have a name in the Name column. Invoices associated with your organization but *not* with any named individual will have nothing in the Name column. *If a linked individual member had an independent individual membership before being added to your organization, only invoices generated after being added to your organization will appear.*

#	Name	Type	Created	Status	Total	Paid	Balance	
68949	Tester Two	Forms	Jun 26, 2023	Open	\$115.00	\$0.00	\$115.00	...
68388	Tester One	Forms	Jun 12, 2023	Void	\$0.00	\$0.00	\$0.00	...
68223		Renewal	May 26, 2023	Paid	\$0.00	\$0.00	\$0.00	...

Items per page: 5 1 - 3 of 3

2. Click the **"..." button** (see above) next to an invoice to View or Pay that invoice online.
 - Key Contacts have the ability to pay invoices online on behalf of all linked individuals associated with their organizations, and on behalf of the organization itself. Unless otherwise specified at the time of purchase, all ARSL invoices are generated with 30-day payment terms.
 - Use the **invoice filter buttons** (see above) to toggle between viewing all invoices and viewing only open invoices (invoices with outstanding balances currently due).
 - **Note:** the invoice payment screen includes a **link to Cancel and Go Back to Invoices** (see below). This link will take you to **your individual Invoices page, not your organization's Member Invoices page**. To quickly return to your organization's Member Invoices page we recommend using the back arrow on your web browser.

← **Cancel and Go Back to Invoices**

Clicking this link will take you to your individual Invoices page, not your organization's Member Invoices page.

Pay Invoice
Pay and view invoice details below.

Invoice Number: 68949