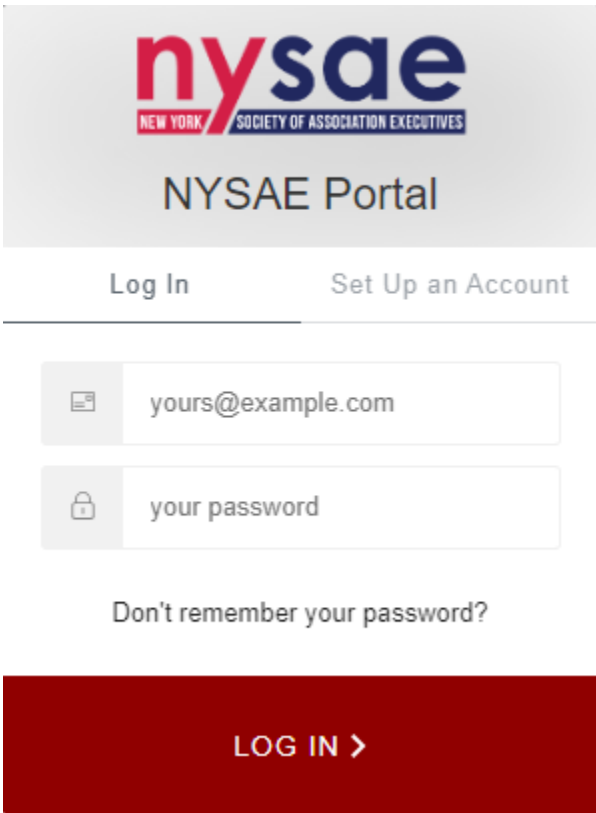


Logging Into the New NYSAE Portal

NYSAE has completed an upgrade to a new association management system and member database. We are excited to provide you with an easier-to-use system to renew your membership, register for events, update your contact information, and more. **All users must complete the process below to authenticate your account in the new Member Portal.**

How to update your account:

Step 1: Navigate to the NYSAE Member Portal by visiting connect.nysaenet.org. You will see a dialog box that looks like the below.



The screenshot shows the NYSAE Portal login interface. At the top is the NYSAE logo, which includes the text "nysae" in red and blue, "NEW YORK" in red, and "SOCIETY OF ASSOCIATION EXECUTIVES" in blue. Below the logo is the text "NYSAE Portal". Underneath are two buttons: "Log In" and "Set Up an Account". Below these buttons are two input fields: the first is for an email address, containing "yours@example.com", and the second is for a password, containing "your password". Below the password field is a link that says "Don't remember your password?". At the bottom of the form is a large red button with the text "LOG IN >" in white.

Step 2: Select "Set Up an Account" from the options at the top of the box (see below.) **You will not be able to use the "forgot password" function until after you completed this process for the first time.**

nysae
NEW YORK SOCIETY OF ASSOCIATION EXECUTIVES

Set Up an Account

Log In **Set Up an Account**

Enter your first name

Enter your last name

By signing up, you agree to our terms of service and privacy policy.

SET UP >

Step 3: Once you have toggled to this screen, enter the email address associated with your NYSAE account, a new password, and your first name and last name. Then click the blue “Set Up” button.

nysae
NEW YORK SOCIETY OF ASSOCIATION EXECUTIVES

Set Up an Account

Log In Set Up an Account

JohnSmith@gmail.com

.....

John

Smith

By signing up, you agree to our terms of service and privacy policy.

SET UP >

Step 4: After clicking SET UP you will be taken to the screen pictured below. You will then receive an email from NYSAE asking you to verify the email address you entered in Step 3. Please click on the link within the email to confirm your new NYSAE member account.



Verify your email address.

In order to start using this system, you need to verify your email address by clicking on the link that was sent to you.

Resend Verification Email

Logout & Start Over

Step 5: Once you have confirmed your account, you can now login to the NYSAE Member Portal. Please use the menu at the top of the page, navigate to Membership, and then click "Join/Renew" to update your contact information, preferences and submit your payment for membership.



Welcome!

We're glad you're here.

If you have any issues or have any questions, please contact us at info@nysaenet.org and we would be happy to assist.