

# A Guide to the Member Portal

## New Hampshire Municipal Association

*An illustrated guide to getting the most out  
of our interactive self-service member  
portal*

The screenshot shows the NHMA Member Portal interface. At the top, there is a green navigation bar with the NHMA logo on the left and user options like 'Hi Judith!', 'You're currently viewing Town of Graniteville's profile', 'Switch Profile', 'Change Password', and 'Log Out' on the right. Below this is a dark navigation bar with menu items: 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Board and Committee Resources'. The main content area features the 'Town of Graniteville' profile, including a logo, contact information (Email, Phone: (603) 224-7447, Address: 25 Triangle Park Drive, Concord, NH 03301), and a 'My Events' section with a 'View all events >>' link. On the right, there is a '9 open invoices' section for the Town of Graniteville, showing a total of \$21,620.00, with buttons for 'PAYMENT HISTORY' and 'PAY INVOICES'. Below that is a '6 Related Profiles' section listing Judith S Pellow (Business Administrator) and Margaret M. Byrnes (Billing Contact), with their respective contact information and a 'Main Contact' link.




## Membership has its privileges

- Our member portal offers self-service and exclusive benefits that only members and/or their appointed and elected officials can take advantage of.
- To ensure only members receive these benefits, the portal requires a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us!
- New features will be added as we continue to roll out the portal.


# What can I do here?

- Update your contact information (plus organization information if you're the main contact or an editor)
- Pay invoices for any related profiles (main contacts/editors)
- Access members only content
- Upload media (company logo, staff pictures, directory photo gallery and video)
- Change your password



Hi Judith ! You're currently viewing your personal profile  [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Board and Committee Resources](#) ▾




**Judith S Pellowe**  
Business Administrator

ProfileID: 17865

**9 open invoices**  
Town of Graniteville \$21,620.00

[PAYMENT HISTORY](#) [PAY INVOICES](#)

**1 Related Profiles** [Add a profile](#) [View and edit all >>](#)

 **Town of Graniteville** (603) 224-7447

**My Events** [View all events >>](#)

October 30, 2024  
2024 NHMA Annual Conference & Exhibition-Name Badges & Meals

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May 9, 2024  
2024 A Hard Road to Travel Workshop

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January 13, 2024  
2024 Town & School Moderators SB2 Workshop - At this time only checks payments can be accepted. We apologize for the inconvenience



## Log in to take control of your membership

- You will need to use your username and password to gain access to our private Members Only Area, or to receive special discounts on event registrations.
- If you ever forget your password, click the 'Forgot your password?' link to receive an email with a password reset link

Login

**Username**

**Password**

Remember My Login

Login

[Forgot your password?](#)



## Switch Profiles

- If you are the main contact or an Editor of related organization profiles, you will be able to easily switch the profile you are editing at any time!
- Make sure to save any edits before you switch to another profile!

The screenshot shows a user profile page for Judith S Pellowe, Business Administrator. The page includes a navigation bar with links: Member portal home, Edit this profile, Pay open invoices, Relationships, and Board and Committee Resources. A 'Switch Profile' modal is open, showing the current profile and a button to switch to 'Town of Graniteville'. The main profile area displays contact information and a summary of '9 open invoices' and '1 Related Profiles'.

**NHMA**

Hi Judith ! You're currently viewing your personal profile [Switch Profile](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Board and Committee Resources](#)

**Judith S Pellowe**  
Business Administrator

ProfileID: 17855

**9 open invoices**  
Town of Graniteville

[PAYMENT HISTORY](#)

**1 Related Profiles**  
 Town of Graniteville

Email: [finance@nhmunicipal.org](mailto:finance@nhmunicipal.org) Phone: (603) 224-7447

Address: 25 Triangle Park Drive, Concord, NH 03301 Title: Business Administrator



## Edit This Profile

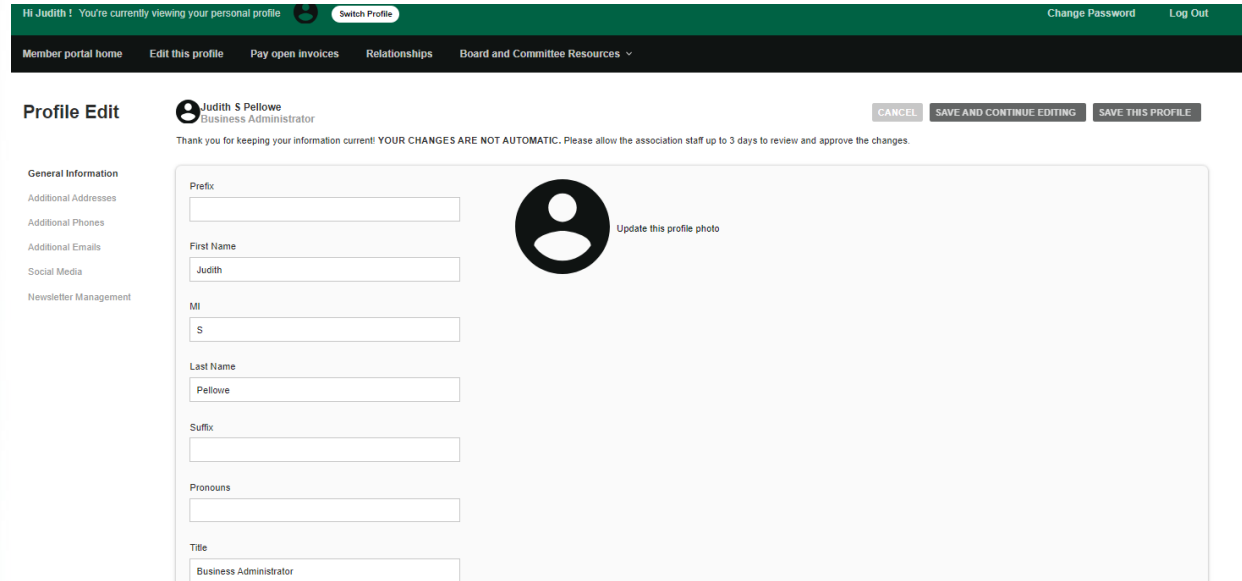
**This link will open a page that allows you to update much of the information on your profile. If you are an Editor for your related organization(s), you can click Switch Profile at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your municipality.**

### **You can edit the following information:**

- Name, address, and other basic contact information
- Directory Listing category and descriptions
- Newsletter management
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts

# Edit This Profile


- You have the ability to edit your profile. Staff marked as Main Contact or Editor are able to edit their related Organization(s) as well.
- Once you make changes, they are submitted to NHMA for review.
- If you have the right permissions, you can also edit the profiles related to your organization.



Hi Judith! You're currently viewing your personal profile [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Board and Committee Resources](#) ▾

## Profile Edit

 Judith S Pellowe  
Business Administrator [CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

Thank you for keeping your information current! YOUR CHANGES ARE NOT AUTOMATIC. Please allow the association staff up to 3 days to review and approve the changes.

**General Information**  
[Additional Addresses](#)  
[Additional Phones](#)  
[Additional Emails](#)  
[Social Media](#)  
[Newsletter Management](#)

Prefix

First Name


MI

Last Name

Suffix

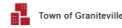
Pronouns

Title

 Update this profile photo

# Relationships

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing
- You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or main contacts for organizations
- All updates you make are submitted for approval.
- Make sure to Save.



Town of Granitville

ADD A PROFILE

## Related Profiles

There are 6 relationships

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Filter by name"/>	<input type="text" value="Filter by title"/>	<input type="text" value="Filter by email"/>	<input type="text" value="Filter by phone"/>	<input type="text" value="Filter By Type"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Judith S Pellowe	Business Administrator	finance@nhmunicipal.org	(603) 224-7447	Finance	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Margaret M. Byrnes		publications@nhmunicipal.org	(603) 224-7447	Administration	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mr. Timothy Fortier				Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tom Fortier			(603) 224-7447	Administration	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ashley J Methot		registrations@nhmunicipal.org	(603) 224-7447	Administration	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pamela A Valley	Administrative Assistant	nhmainfo@nhmunicipal.org	(603) 224-7447	Administration	ACTIONS

Show 20 << 1 >>





## View Invoices and Renewal Information


- From the Members Only home page, Main Contacts and Editors can view all open invoices for their related profiles as well as renewal information
- You can view Payment History and click to Pay Invoices

**9 open invoices**

Town of Graniteville \$21,620.00

[PAYMENT HISTORY](#) [PAY INVOICES](#)

**1 Related Profiles** [Add a profile](#) [View and edit all >>](#)

 Town of Graniteville (603) 224-7447

# Pay Open Invoices

- Click Pay Open Invoices from top Navigation menu or the Pay Invoices button on the right side of the home page
- Main Contacts and Editors will see company invoices, others will view only invoices connected to their individual profile
- Select any invoices you would like to pay by checking the box in the first column
- To print an invoice, click on the Invoice Number link.

Hi Judith ! You're currently viewing your personal profile



Switch Profile

Change Password

Log Out

Member portal home Edit this profile Pay open invoices Relationships Board and Committee Resources

## Open invoices across accounts

**PAY NOW** Select invoices below to pay

<input type="checkbox"/>	Due date	Invoice date	Invoice	Invoiced profile	Description	Item amount	Paid	Due
<input type="checkbox"/>	1/13/2024	10/17/2023	5	Town of Graniterville	Town and School Moderators S82 Workshop In-Person	\$280.00	\$0.00	\$280.00
<input type="checkbox"/>	1/13/2024	10/18/2023	6	Town of Graniterville	Town and School Moderators Workshop Virtual	\$55.00	\$0.00	\$55.00
<input type="checkbox"/>	2/21/2024	1/22/2024	228	Town of Graniterville	Right-to-Know for Law Enforcement Workshop - Virtual	\$55.00	\$0.00	\$55.00
<input type="checkbox"/>	6/13/2024	4/30/2024	625	Town of Graniterville	Municipal Trustees Training Workshop - In Person	\$200.00	\$0.00	\$200.00
<input type="checkbox"/>	10/30/2024	6/17/2024	1882	Town of Graniterville	Russ Marcoux Municipal Advocate of the year Awards Dinner	\$30.00	\$0.00	\$30.00
<input type="checkbox"/>	10/15/2024	6/18/2024	1883	Town of Graniterville	Lunch Sponsor - multiple sponsorships available	\$6,000.00	\$0.00	\$6,000.00
<input type="checkbox"/>	10/15/2024	6/18/2024	1884	Town of Graniterville	Russ Marcoux Municipal Advocate of the Year Award Dinner Sponsor - multiple sponsorships available	\$5,000.00	\$0.00	\$5,000.00
<input type="checkbox"/>	10/15/2024	6/18/2024	1885	Town of Graniterville	Russ Marcoux Municipal Advocate of the Year Award Dinner Sponsor - multiple sponsorships available	\$5,000.00	\$0.00	\$5,000.00
<input type="checkbox"/>	10/15/2024	6/18/2024	1886	Town of Graniterville	Russ Marcoux Municipal Advocate of the Year Award Dinner Sponsor - multiple sponsorships available	\$5,000.00	\$0.00	\$5,000.00

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## Paying Invoices

- Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information

**Payment details** **\$450**

Name On Card

Card Num

Security Code  Month  Year

Address

City  State  Zip / Postal Code

Country

# Upload media

You have the ability to upload logos, pictures, and documents directly to your account

Upload Media

[+ Add new](#)



## Change your password

- Our portal is restricted to only be used by members and their approved officials or related profiles. You can change your password at any time on the top right menu of the Members Only page.
- Once you have a username and password, you can use it to access any members-only or restricted items, like event discounts and other self-service items we offer.

Current Password

New Password

Repeat Password

# Members only event registration

- Many of our events are restricted to members and their officials and employees.
- Login to make sure you can register and receive the member pricing.
- Email us at [info@nhmunicipal.org](mailto:info@nhmunicipal.org) with questions!



» Workshop

Registration Contact

Select Items

Attendees

Registration Contact

You MUST log in to register.

Organization Name \*

First Name \*

Last Name \*