Affiliate Portal
Membership Updates Tab

Below follows a description of each of the functions of the Membership Updates tab as well as step-by-step instructions on searching for, adding membership to, and removing membership from, existing accounts. For questions or additional help with anything covered in this guide please contact Olivia Foroughi at oforoughi@naahq.org.

Functions

FUNCTION: Viewing, Adding and Removing Membership

- The Membership Updates tab on the Affiliate Portal allows you to easily search for, and view, all existing members and nonmembers in your association.
- Additionally, you can quickly add membership to, or remove membership from, any account using the + and x functions.
- See below for step-by-step instructions on viewing, adding and removing membership.

FUNCTION: Adding New Members/Updating Member Info

- If you need to update any member information OR to add new members that do not have existing accounts in NAA’s database, you cannot do so through the Affiliate Portal.
- Instead, you can do so by downloading and filling out the Membership Updates Template from the AEX Affiliate Portal page. Please ensure all required fields are included, as highlighted in the template, and email the file to database@naahq.org. Please name the file as follows: <Your Association Name> Membership Updates <Current Date>
- If you have an urgent membership update, please contact NAA’s Client Solution Center at 833-86-MYNAA, and one of our specialists will be happy to assist.
**Instructions: Viewing, Adding and Removing Membership**

**Viewing Members and Nonmembers**

You can easily search for existing member and nonmember accounts on the Membership Updates tab. To do this:

1. **Membership Updates**

   Make sure you have selected the Membership Updates tab at the top of the page within the Affiliate Portal.

2. **Select Affiliation**

   This feature is for those Affiliate Staff who manage more than one association. Once on the Membership Updates page, Affiliate Staff should select the Association for which they wish to view all members and nonmembers. Once selected, all information will display.

3. **Sort Data**

   All information can be sorted by column. To sort the data by a particular column, click on the column heading (such as one of the highlighted headings below).
4. Search

You can search for a particular member or nonmember account using the search bar in the upper right-hand corner of the page. After you type in their NAA ID, click on the blue search button (pressing enter on your keyboard will not trigger the search).

Adding Membership

You can easily add membership to existing accounts in the Affiliate Portal.

1. First, follow steps 1 and 2 under Viewing Members and Nonmembers above.

2. Add Membership

Find the account that you would like to add membership to. Then, click the in the far left-hand column titled Add/Remove Membership.

*If you need assistance regarding adding membership, please contact NAA’s Client Solution Center at 833-86-MYNAA, and one of our specialists will be happy to help.

Removing Membership

You can easily remove membership from existing accounts in the Affiliate Portal.

1. First, follow steps 1 and 2 under Viewing Members and Nonmembers above.

2. Remove Membership

Find the account that you would like to remove membership from. Then, click the in the far left-hand column titled Add/Remove Membership.

*If you need assistance regarding removing membership, please contact NAA’s Client Solution Center at 833-86-MYNAA, and one of our specialists will be happy to help.