Q. How do I access my ARMA user profile and update my account?

ARMA	
	(?)
💄 Email	
Password	()
Remember Me	
	Login
	?
Click here to reset your password.	
Don't have an account yet? Create an ac	

- 1. Click the Login button to navigate to the user portal.
- 2. Login with your username and password If this is your first time using the new member portal, please follow the instructions below.
 - Current Members (Previous Website Users): If this is your first time using the new member portal, please do the following:
 - Locate the Click here to reset your password section at the bottom of the Login Form.
 - Click the hyperlink to begin password reset. A new form will appear, allowing you to enter your email address.
 - Enter the email address associated with your account (your email used for ARMA International Communications) and click Submit.
 - If the email address entered exists in the system, a link and a security code will be sent to it. You will be redirected (or you can follow the link in your email) to a page where you can create a new password.
- First Time Users: Click the **Create an account link** on the login form to establish a new account.

Q. What can I do with my ARMA User Portal?

My Profile – Overview

Test User11 My Profile								
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★ Overview Z Account II C	#53643016	Requests f≡ Tasks	Pocument 🔋	S	5	Pay Open Balan	ices	ß
	No Primary Organization 11880 College Blvd Overland Park, Kansas 66210-2766 United States Edit	2, 3, 4				Membership		
	J (913) 217-6019 Edit ✓ testuser11.arma@yahoo.com Ed	it			6	INTERNATIONAL PR EXPIRES: 1/31/2099	ROFESSIONAL MEMBERSHIP	As of: 1/31/2025
Add Image Lest testows1Larms(byabox.com N/A	MEMBER SINCE 3/28/2018 NOT OPTED-IN TO SHOW IN MEMBER DIRECTORY							
	Notes							
	Note Category	Note Title	Note	Follow Up Date	Created On •	•	Created By	Edit

- 1. Upload a professional profile picture to associate with your membership account
- 2. Confirm or update your address
- 3. Confirm or update your phone number
- 4. Confirm or update your email address
- 5. Review open balances
- 6. Review current membership(s)
 - 1. This area will include chapter memberships. If you are not showing a chapter membership but should be, please contact <u>armaservice@armaintl.org</u>.

My Profile – Account

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-	Personal Info
	Contact Info
•	Committees
ш	Chapters
	Additional Info
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	Change Password

Use the Account tab to edit additional details for your profile and change your password.

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Overview CAccour Personal Info	nt 🛛 Organizations	🐂 My Purchases	

	Contact Info	Active Committees	Committees 📕 Inactive	Committees				
۵	Committees	1 [1 to 1 out of 1 records] G						
	Chapters							
	Additional Info	Name 🔺	Representing	Position	Start Date	End Date	Member Code	Edit
18	Education	Greater Kansas City Chapter		Vice President	2/25/2025	6/30/2026		Edit
•	Awards							
•	Change Password	1						

Within the Account tab, the Committee section includes:

- Participation in ARMA International committees
- Participation with your local chapter board. The chapter, position, and term are listed here.

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*	Overview C Account Organizations	Purchases 💿 Requests 揺 Tasks 🍺 Documents
-1	Personal Info Contact Info	1 [1 to 1 out of 1 records]
•		Chapter T-Chapter: Greater Kansas City Chapter
	Chapters Job Roles	1
٠	Speaker Info	
	Additional Info Education	
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A	Change Password Privacy	

Within the Account tab, the Chapters section includes the chapters which you are a member.

If you are not showing a chapter membership and should be because you have paid the chapter dues fee, please contact <u>armaservice@armaintl.org</u>. Directions to join a chapter after ARMA International is located below.

The **Organizations tab** is used to ensure you are correctly linked to your organization.

In the **My Purchases tab**, you can view your recent orders, memberships, events and payment options.

Test User11 My Profile				
🕷 Home > 💄 My Profile				
★ Overview C Account 🛛 Organizations	My Purchases			
Organizations	Link Me to an Organization +			
	1 [1 to 1 out of 1 records]			
	Name	Relationship	Relationship Start Date	Manage
	Access Sciences Corp.	 Access Sciences Corp. is Primary Employer of Test 		
		 Test is Employee of Access Sciences Corp. 		
	1			