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Member Directory



General FAQs

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MEMBER PORTAL FAQs

General FAQs



Q: [What is my username/password?](#)

A: Your username is your company email address, and your password will need to be reset. Your password must be at least 7 characters in length, contain at least one uppercase letter, one lowercase letter, one number and one special character (!\$*).

If you have forgotten your login credentials or need assistance logging in, please see [Q: 'How do I reset my password?'](#) troubleshooting steps.



Q: [How do I reset my password?](#)

A: On the login page, click on **Forgot Password?**. Enter your company email address (work email) as your Username. If there is an account associated with this email/username, you will receive an email with instructions to reset your password. Return to the login screen and login using the new password you just created.



Q: [What if I don't receive a password reset email?](#)

A: There could be a couple reasons why you wouldn't receive a password reset email. If you don't receive the password reset email, please try the following troubleshooting methods:

1. Check your junk/spam email folders as well as your IT's quarantine system.
2. Your account may not be activated yet. Try to [retrieve your username](#). Retrieving your username will re-activate it, but only if an account can be found with your email.

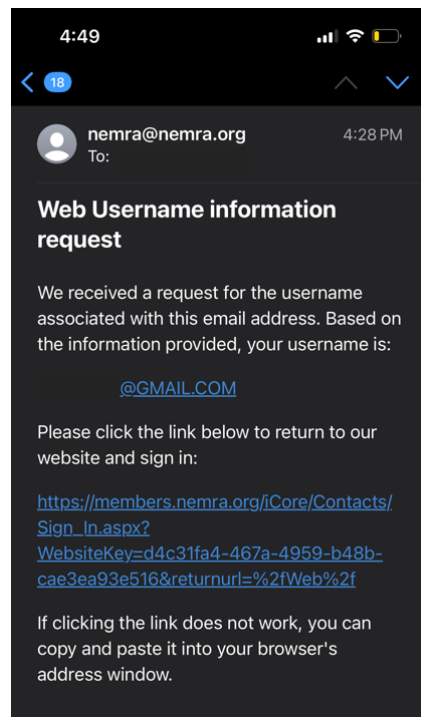


Q: [How do I recover/retrieve my username?](#)

A: Recover and request your username by clicking on **Forgot username?**

Then, enter your company work email address.

1. If an account exists in the system with that email address, you will receive an email from us with instructions for reclaiming your username. If you get an error message saying "Username does not exist", please see [Q: 'What if my email/username doesn't exist?'](#).



2. Return to login screen. Try logging in now that your username has been recovered. If you don't know your password, you can now reset your password for the username you just recovered and reset.

If you still are unable to receive a password reset email, or are unable to access your account for any other reason, please [contact us](#) for further assistance.



Q: [What if my email/username doesn't exist?](#)

A: If you are an employee of an active NEMRA member company, please follow the instructions found on [Q: "How do I create an account?"](#).

If you feel you've been given this error by mistake, and your certain that you have an existing account, please [contact us](#) for further assistance.



Q: [How do I login to the member portal directly?](#)

A: To login to the NEMRA member portal directory, without having to visit the NEMRA website, please follow these steps:

1. Visit www.members.nemra.org.
2. Enter your username and password on the login screen. If you don't know your username or password, please see [Q: "What is my username/password?"](#).

NEMRA
Return to NEMRA.org
Sign in

Sign In

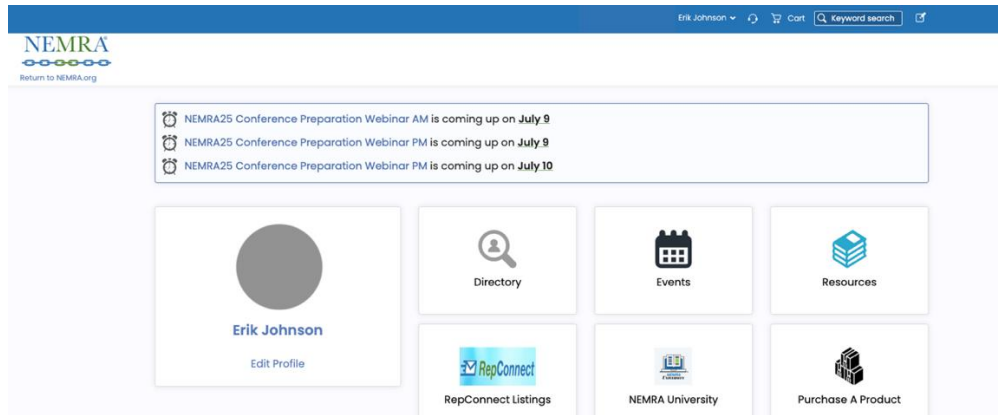
Username

Password

Sign In

[Forgot username? |](#)
[Forgot password?](#)
[Create a new account](#)

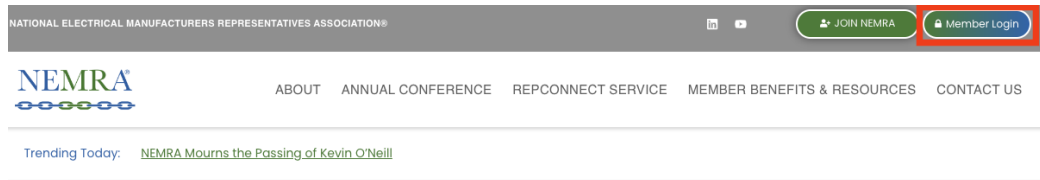
3. Click **Sign In** to view your profile dashboard within the member portal.



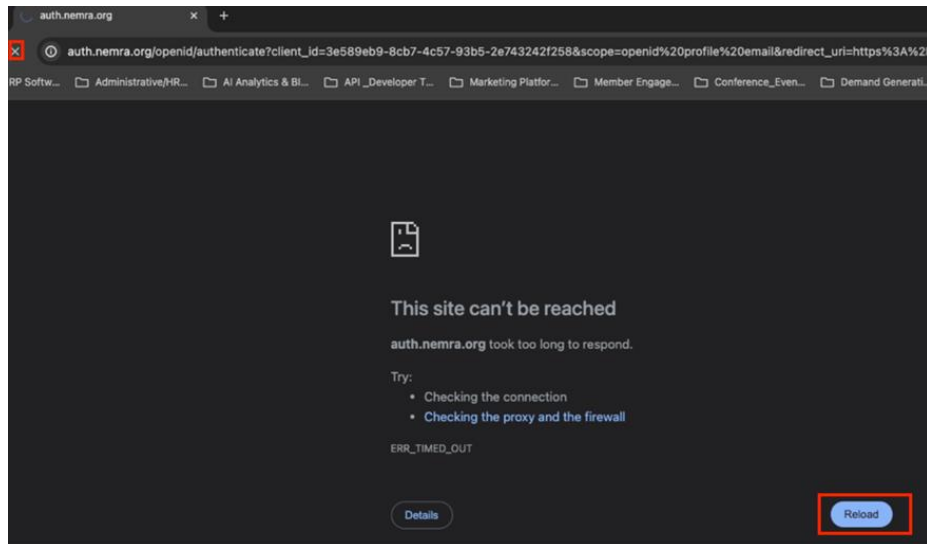
Q: [How do I login to the NEMRA website using my portal credentials?](#)

A: Follow these steps to login to the NEMRA Website using your member portal credentials:

1. Visit www.nemra.org
2. Click on the **Member Login** button in top-right corner.

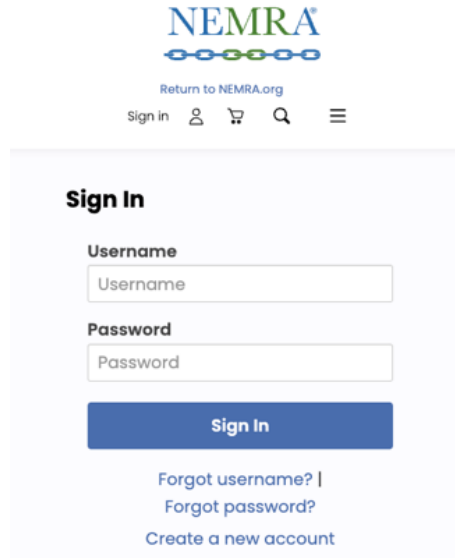


- If the connection times out (and you see the screen shown below) please click “Reload” or manually refresh the browser window. DO NOT CLOSE this browser window, as the request to authenticate with the database server was made and it could re-establish a connection and automatically refresh. Per the screen below, Google Chrome has an effective page reload function compared to other browsers.

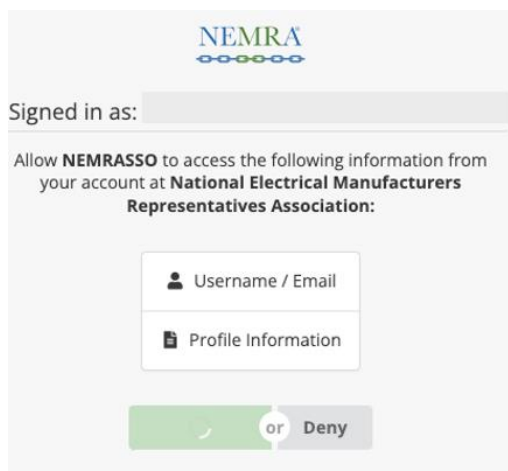


- If reloading and refreshing the page does not work after a couple times, please try the following:
 - Open a new browser tab and try going to www.nemra.org to see if your request to authenticate potentially went through despite the browser window timed out.
 - Open a new 'incognito' browser window and trying these steps again (DO NOT CLOSE the initial window that is still trying to connect).
 - Reset all browser cache and history, close out of all windows, opening a new browser window and repeating steps 1-2 again.
 - Use Google Chrome browser and repeating steps 1-2 again.
- If you continue to experience issues, please [contact us to report this occurrence](#).

3. Enter your member credentials on the portal login page.

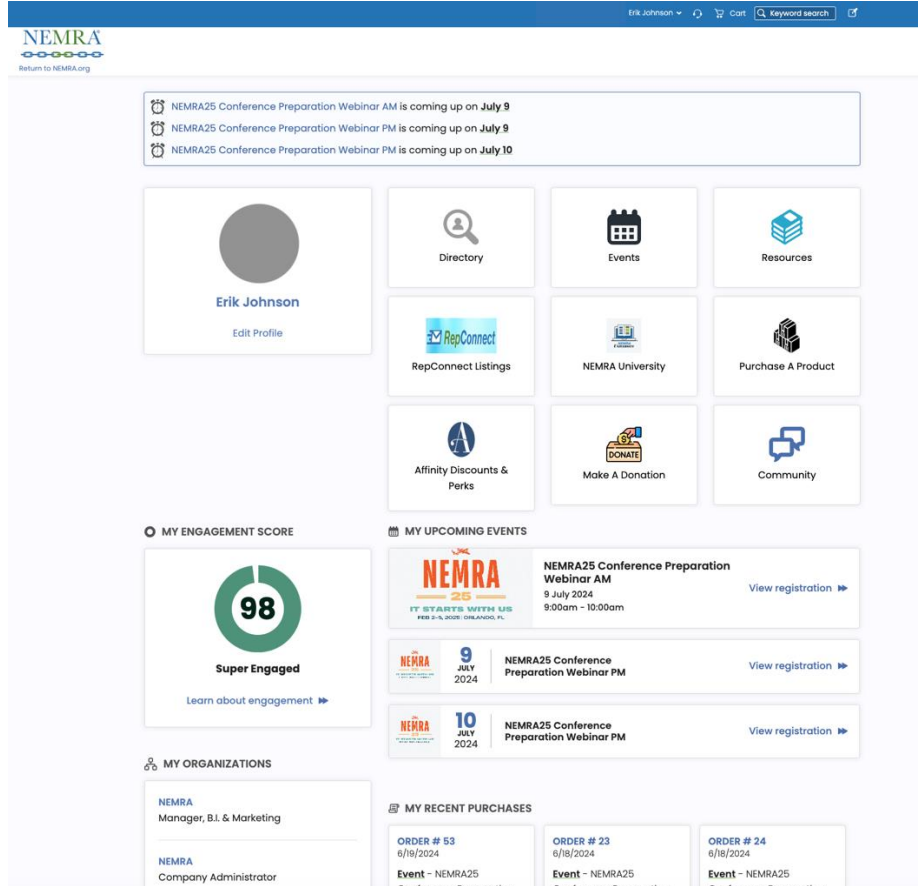


4. Click **Sign In** and the SSO integration will push you back to the NEMRA website homepage.
 - If a pop-up displays accessing you to “Allow NEMRA SSO to access your information from your account with NEMRA, please click the **Allow** button so you don’t experience any issues accessing content on our website.



5. You are now signed in and can browse the NEMRA website as a member user!
6. If you wish to visit the member portal, or view your personal profile, hover your mouse over the blue **Mange Profile** and then click **My Profile**.

7. You will be redirected to your profile dashboard within the member portal



The screenshot shows the NEMRA member profile dashboard for Erik Johnson. At the top, there are navigation links for 'ABOUT', 'ANNUAL CONFERENCE', 'RECONNECT SERVICE', and 'MEMBER BENEFITS & RESOURCES'. The dashboard includes a profile card for Erik Johnson with an 'Edit Profile' link. Below this are several service tiles: Directory, Events, Resources, RepConnect Listings, NEMRA University, Purchase A Product, Affinity Discounts & Perks, Make A Donation, and Community. There are also sections for 'MY ENGAGEMENT SCORE' (98, Super Engaged), 'MY UPCOMING EVENTS' (listing NEMRA25 Conference Preparation Webinars on July 9 and 10, 2024), 'MY ORGANIZATIONS' (listing NEMRA Manager, B.I. & Marketing and NEMRA Company Administrator), and 'MY RECENT PURCHASES' (listing three orders for NEMRA25 Conference Preparation).



Q: How do I create an account?

A: If you or your company administrator have not yet added an account, you will need to create one. You'll also be able to relate yourself to the correct organization profile for your company or branch/division. Please follow these steps to create an account:

1. Visit www.members.nemra.org.
2. Click on **Create Account** in the upper right-hand side of the top navigation menu.

3. Fill out all required fields and any others you would like on the account creation form.

Create an Account

Prefix

*First name

Middle name

*Last name

Suffix

Organization

*Email

Phone

Mobile phone

*Country

*Address

*City

*State

*Postal code

Username

*Password

*Confirm password

The password must be at least 7 characters long and contain both letters and numbers.

4. When selecting your company organization, please start typing the first few letters of your company's name one-at-a-time into the field. If multiple branch/division profiles populate, please make sure you pick the right one.
 - o Please [contact us](#) if there are no results for your company, if a branch/division is missing.

IMPORTANT: If you get an error saying, "An Account exists already with that email address", this means there is already an account using your email address. This could happen if your company administrator already created and added your account to the company contacts. Or, you may have already had an existing profile with NEMRA before that we migrated over from our old database. As the error

recommends, please see [Q: 'How do I reset my password?'](#) or [Q: "How do I retrieve my username?"](#)

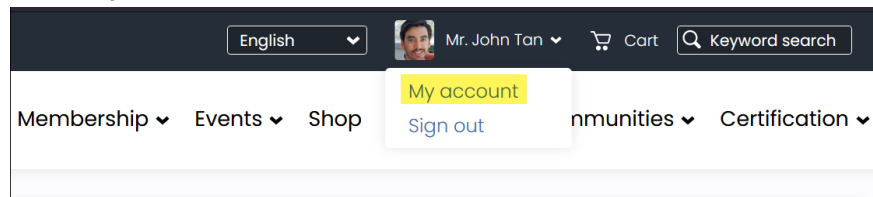
✖ An account already exists for that email address.
If you know your credentials you can [sign in](#). Otherwise you can [retrieve your username](#) or [reset your password](#).



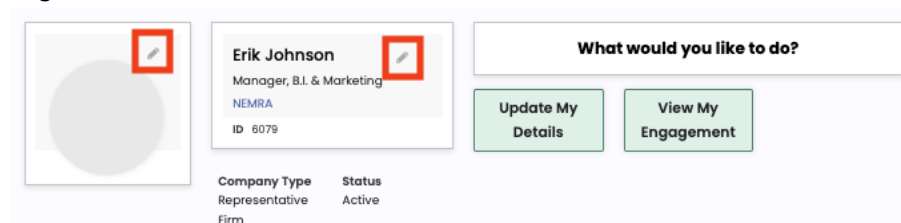
Q: [How do I edit/update my profile?](#)



A: Users have access to edit their personal details from their account page. Do the following to update the account page information:

1. Navigate to the [member portal](#).
2. Sign in using your username and password.
3. Select your name at the top, then select **My account**.



4. At the top of the account page you will see areas that you can edit, such as your profile image, name, title and primary organization.



- Click the pencil  icon next to the profile image area to upload an image.
- Click the pencil  icon next to your name to edit your name, title, update your primary organization, and more.
 - To update your Primary Organization, simply start entering the first few characters of your company name. If that specific parent company, or branch/division profile is in the system it should populate as you type. Please ensure you exhaust

all company naming conventions, including possible acronyms.

The screenshot shows a web form titled "Edit" with a dark header bar containing a refresh icon, a maximize icon, and a close icon. The form is organized into several sections:

- Personal Information:** Fields for Prefix (dropdown), First name (Erik), Middle (empty), Last name (Johnson), and Suffix (dropdown).
- Designation and Title:** A search field for "Add or select designations" and a text field for "Title" containing "Manager, B.I. & Marketing".
- Names:** An "Informal name" field with "Erik" and a "Full name" field with "Erik Johnson".
- Primary organization:** A dropdown menu showing "NEMRA - Carmel, IN (1708)" as the selected and only option. Below the dropdown, it says "Items 1-1 out of 1".
- Mobile phone:** An empty text input field.
- Status:** A dropdown menu with "Active" selected.

At the bottom right of the form, there are three buttons: "Save & Close" (blue), "Save" (grey), and "Cancel" (grey).

5. The account pages also displays various tabs, such as **About Me**, **Membership**, **Participation**, **Volunteering**, **Preferences**, and **NEMRA University**.

Erik Johnson
Manager, B.I. & Marketing
NEMRA
ID 6079

What would you like to do?

Update My Details View My Engagement

Company Type: Representative Firm Status: Active

COMPANY ADMINISTRATOR
Manage NEMRA

About Me My Participation Volunteering Preferences NEMRA University

Profile

About
Leading NEMRA's transition into a data-first, technology-driven association aimed at providing relevant and impactful resources and support to our members.

Website

Addresses

Company Address +

1905 South New Market Street
Suite 247
Carmel, IN 46032
UNITED STATES
Show map
(317) 975-1999 ext 103
@nemra.org

Personal details

Work phone (317) 975-1999
Email @nemra.org
Functional title Director/Manager
Gender Male
Title Manager, B.I. & Marketing

MY ORGANIZATIONS

NEMRA - Manager, B.I. & Marketing, Company Administrator

Social profiles

in

- Under **About Me** tab → you can update your bio, personal details, address (if you add additional addresses, please be sure to specify the type: Home, Remote (secondary company address (remote), Home, PO Box, etc).

Click the pencil ✎ icons next to a specific area to edit that information.

Erik Johnson
 Manager, B.I. & Marketing
 NEMRA
 ID 6079

What would you like to do?

Update My Details | View My Engagement

Company Type: Representative Firm | Status: Active

COMPANY ADMINISTRATOR
 Manage NEMRA

Navigation: About Me | My Participation | Volunteering | Preferences | Speaker profile | NEMRA University

Profile
 About: Leading NEMRA's transition into a data-first, technology-driven association aimed at providing relevant and impactful resources and support to our members.
 Website: [Link]

Addresses
 Company Address: 1905 South New Market Street, Suite 247, Carmel, IN 46032, UNITED STATES. Phone: (317) 975-1999 ext 103. Email: @nemra.org

Personal details
 Work phone: (317) 975-1999
 Email: @nemra.org
 Functional title: Director/Manager
 Gender: Male
 Title: Manager, B.I. & Marketing

MY ORGANIZATIONS
 NEMRA - Manager, B.I. & Marketing, Company Administrator

Social profiles
 in

ADDRESSES
 Address | Home Address | +

PO Box 21733
 Los Angeles, CA 90014
 UNITED STATES
 Show map
 (310) 388-5000
 teresaspain@mallinator.com

✓ Preferred Mailing Address
 ✓ Preferred Billing Address

Notes

Edit address

Country: United States
 Address: PO Box 21733
 City: Los Angeles
 State: California
 Postal code: 90014
 Phone: (310) 388-5000

Save & Close | Cancel

- Under **Preferences** tab → you can update your communication preferences, automatic payment options, change your password and other account settings.

Navigation tabs: About Me, My Participation, Volunteering, **Preferences**, Speaker profile, NEMRA University

Communication preferences

I would like to receive:

- Charitable donation opportunities to the GSF & NEMRA Scholarship Fund, powering impactful and meaningful initiatives! All tax-deductible.
- NEMRA Pulse: Exclusive deals, essential updates, and the latest news from our association. No spam, just the essentials.
- Quarterly Scoop: Newsletter covering insightful resources to exciting membership highlights, directly to your inbox every quarter.
- Professional Development Opportunities: Transformative, CEU-accredited programs designed to boost your career and keep you ahead of the curve.

Unsubscribe from all
You may unsubscribe from these communications at any time.

Save **Cancel**

Automatic payment options


[Add a new payment option](#)

Card	Expires
There are no automatic payment options to display.	

Change your password

Current username is _____ .ORG
[Change password](#)

Account settings

Exclude directory No 

Exclude mail No

- Under **My Participation** tab → you can view your individual engagement score and history, the different communities and committees that you may participate in, upcoming events that you are registered for, as well as any recent transactions, invoices and donation history tied specifically to your individual account.

[About Me](#)
[My Participation](#)
[Volunteering](#)
[Preferences](#)
[Speaker profile](#)
[NEMRA University](#)

Engagement score

99

Engagement history

Category	Value (approx.)
Community subscriptions	10
Event registrations	10
Number of posts	10
Recently logged in	20

Open invoices

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
There are no open invoices at this time.						

[View Statement](#)

Organizations

- NEMRA – Manager, B.I. & Marketing, Company Administrator

Communities

- Board of Directors
- NEMRA
- NEMRA Submit An Idea
- Strategic Advisory Council

Chapters and sections

Committees

Current membership fees

Item	Amount	Payment	Balance	Begin Date	Paid Through	Payment Date
There are no records.						

Upcoming events

Date	Event	Location	View registration	StartDay	StartMonth	Image	StartYear	Times
There are no records.								

Recent transactions

Invoices

Donation history

- Under **Volunteering** tab → you can view your volunteer information, availability, skills and interests, as well as your volunteer history and schedule.

[About Me](#) | [My Participation](#) | [Volunteering](#) | [Preferences](#) | [Speaker profile](#) | [NEMRA University](#)

Volunteer information

Yes, I would like to be a volunteer
 No

Available beginning

Age group

DL or ID Number

Emergency contact

Emergency contact phone number

Resume

Volunteer availability and skills

[Volunteer Availability](#) | [Volunteer Skills and Interests](#)

Day of the week	Daytime	Evening
There are no records.		

Volunteer history and schedule

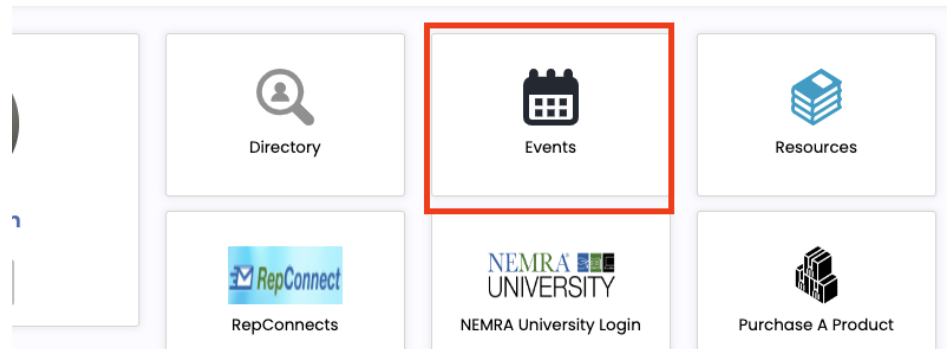
Date	Event	Hours	Notes
There are no records.			



Q: [How do I register myself for an event \(webinar, bootcamp, etc\)?](#)

A: To register for an event, such as a Webinar, a professional development bootcamp etc, follow these steps:

1. Navigate to the [member portal](#).
2. Sign in using your username and password.
3. On the portal dashboard, click on the **Events** tile.

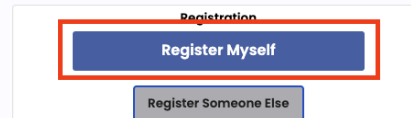


4. On the Events Calendar page, search for and click on the specific event you wish to register yourself and/or others for.
5. Once on a specific event page, click on **Register Myself**, then review your information (click pencil icon to make changes to your information), and then click on **Check Out & Confirm Registration**.

Hilton for Business is a digital-forward travel program that empowers professionals running Small- and Medium-sized Businesses (SMBs) to simplify travel management while maximizing rewards and discounts for their loyalty. The program offers a comprehensive set of tools and provides Hilton Honors benefits to business customers and their employees around the world, including portfolio-wide discounts, travel rewards, rapid onboarding and seamless program management. There is no minimum spend required, no blackout dates across Hilton's global portfolio of hotels, and the program is completely free to join. Now through December 31, 2024, owners and employees of companies enrolled in Hilton for Business can earn double night credit on all stays – business and leisure. Each night stayed will count as two (2) nights, boosting members' Hilton Honors status twice as fast. To learn more and join, visit [HiltonForBusiness.com](https://www.hilton.com/HiltonForBusiness.com). **Upon the completion of registration, a calendar invite will be sent to the email on file. Please allow up to 1 business day for calendar invite. Please login to access registration.**

Price 0.00

When 8/22/2024 3:30 PM - 4:30 PM
Eastern Daylight Time



Registration

Register Myself

Register Someone Else

6. Registration confirmations will be added to the cart, and you'll be redirected to the cart to review the registration order. Click **Submit Order** to process the registration. If there is a fee associated with registration, you'll have the option to bill to your related company's profile during the checkout process.
7. If you need to cancel an event you are already registered for, contact Jennifer Valler with NEMRA at jvaller@nemra.org.



Q: How do I register for the annual conference?

A: To register for the annual conference follow these steps:

1. Visit <https://www.nemra.org/>
2. Click on **MEMBER LOGIN** at the top of the page on the right. *Below is the screenshot of what you will see after clicking MEMBER LOGIN*



Sign In

Username
Username

Password
Password

Sign In

[Forgot username? |](#)
[Forgot password?](#)
[Create a new account](#)

- NOTE: If you experience any issues reaching this login page, simply navigate to the follow event page URL: https://members.nemra.org/Shared_Content/Events/Conference_display.aspx, and then proceed to step #5.

3. Once logged in, the website will refresh, and you will navigate to “Annual Conference”, click on “NEMRA25 Conference”.



4. On the Conference Information page, you will click on “Login & Register” button to begin the registration process.

A screenshot of the NEMRA25 Orlando conference information page. The page features the NEMRA 25 logo with the tagline 'IT STARTS WITH US' and the dates 'FEB 2-5, 2025 | ORLANDO, FL'. Navigation links for 'Hotel Fees' and 'Attendee List' are present. The main content area displays 'NEMRA25 Orlando' in large orange text, followed by the dates 'Sunday, Feb 2- Wednesday, Feb 5, 2025', the venue 'Orlando World Center Marriott', and the registration start date 'Registration opens Tuesday, 9/17, 12PM EST'. A blue box at the bottom contains the text: 'Come September 17th, you will be required to log into your NEMRA portal to complete the conference registration. Please verify your member profile is up to date to facilitate a seamless registration process.' To the right of this box is a red-bordered button labeled 'LOGIN & REGISTER'.

5. Enter your username, which would be your company email address and then type in your password, if it isn't already saved.
6. If you don't remember your password, click “**forget password**” and you will receive an email to set up a new one ([hyperlink to “How do I reset my password FAQ?”](#)).
7. If your last profile update was prior to September 17,2024, you will be redirected to a personal details page to update/verify your profile information.
 - o NOTE: Manufacturers may have to manually select their country/state if not pre-populated

NEMRA Annual Conference Registration

Please validate that the information below is accurate, as it will be used in your conference registration. Thank you!

IMPORTANT: Due to data integrity purposes, you are NOT able to edit the "Company" and "Company Member Type" fields. If these fields are inaccurate, please contact us BEFORE PROCEEDING as these fields will pre-determine your registration path type! The "work address" field is based on the Company address and therefore is not editable, but has no affect on your registration.


After you update/verify your profile information, you will be redirected to the Annual Conference event page. From there, please click on the "REGISTER HERE" button on that page, and this will immediately redirect you to our conference registration portal.

*First Name	<input type="text" value="Test"/>	*Last Name	<input type="text" value="Testerton"/>
*Email	<input type="text" value="test4@mailinator.com"/>	*Title	<input type="text" value="National Sales Director"/>
Mobile Phone (*required to use conference app)	<input type="text" value="(123) 456-7890"/>	*Work Phone	<input type="text" value="(123) 456-7891"/>
*Department / Role	<input type="text" value="(None)"/>	Work Address	123 Test Testland, OH 01234 UNITED STATES
Age Group	<input type="text" value="(None)"/>	Gender	<input type="text" value="(None)"/>
Company	Test NMG Branch	Company Member Type	NMG Manufacturer
		<input type="button" value="Submit"/>	

8. Click on "Submit" once finished updating your details
 - o Note: mobile number is required if you wish to access the NEMRA25 Conference Mobile App
9. You will then be redirected to the Conference event page

Event has a status of Pending

NEMRA25 Conference



NEMRA's annual conference has been a key gathering for independent sales representatives and electrical manufacturers for over 55 years! With over 2,000 attendees expected, it's the perfect opportunity for business planning, networking, and industry education.

IMPORTANT: Before you register, please review and update your profile to ensure it is accurate. Your current profile information will be pre-populated during your registration process. Click "Update My Profile" to open and edit your profile in a new browser window.

Once you've updated your profile, simply refresh this event page screen and begin the registration process by clicking the "Register Here" button. If you have any questions, please contact us at nemra@nemra.org.

When 2/2/2025 8:00 AM - 2/5/2025 11:59 PM
US Eastern Standard Time

Where 8701 World Center Drive
Orlando, FL 32821
UNITED STATES

10. Click "Register Here" and you will be redirected to our conference registration portal, and all your updated information will pre-populate for you.



Personal Information

Fill out the information below, then click Next to continue.

We pre-populated your information. Doesn't look right? [Clear Fields](#)

First Name
John

Last Name
Doe

Email Address of Registrant
test5@mallinator.com

CC Email Address of anyone to be included on emails.

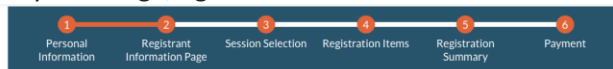
Company Member Type
NMG

Member Type
NM

Cancel

Next

- Review your personal information and then click the **NEXT** button.
- This will take you to the Registrant Information page where you can specify the name you want on your badge, agree to Terms & Conditions and add your spouse.



* First Name to appear on badge (e.g. Thomas, Tom)

Test

* Company

Test NMG Branch

* Title

National Sales Director

* Cellular Phone

(123) 456-7890

Work Address

* Address 1

123 Test

Address 2

* City

Testland

* Country/Region

USA x v

* State/Province

Ohio x v

* ZIP/Postal Code

01234

Terms and Conditions

These terms and conditions (these "Terms") govern your registration for and participation at NEMRA25 (the "Event") and are an agreement between NEMRA ("NEMRA," "we," "us," or "our") and you. You represent to us that you are authorized to enter into these Terms.

- If adding a spouse/significant other, click on 'Add a spouse' button. A pop-up window will appear for you to fill out spouse information. Including their mobile number will allow them to use the NEMRA25 app.

Address 2

* City

* Country/Region x v

* State/Province x v

* ZIP/Postal Code

Terms and Conditions

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EVENT
You may only register for and attend the Event in accordance with these Terms. To register for the Event, you must complete the Event registration process and pay registration fee, in case applicable.

GROUP MANUFACTURING MEETINGS
In order to host a virtual group meeting, one person must register for the conference.

PAYMENT

* I agree to the terms and conditions.

Spouse Information

Enter your Spouse/Significant other information below

* Name to appear on badge (e.g. Thomas, Tom)

* First Name

* Last Name

Address

* City Country/Region x v

* State/Province
 x v

* Company of Primary Registrant

* Email Address

* Cellular Phone

14. Click **ADD**. Spouse name and email will appear on registration page.

Terms and Conditions

These terms and conditions (these "Terms") govern your registration for and participation at NEMRA25 (the "Event") and are an agreement between NEMRA ("NEMRA," "we," "us," or "our") and you. You represent to us that you are authorized to enter into these Terms.

EVENT
You may only register for and attend the Event in accordance with these Terms. To register for the Event, you must complete the Event registration process and pay registration fee, in case applicable.

GROUP MANUFACTURING MEETINGS
In order to host a virtual group meeting, one person must register for the conference.

PAYMENT

* I agree to the terms and conditions.

Spouse Information

MySpouse Testerton
myspouse@mailinator.com

[Edit](#)
[Remove](#)

15. Make sure you select 'I agree to the Terms and Conditions', then click on 'NEXT' button.

16. You will be moved to the **Session Selection** page where you can choose additional sessions/events and donate to the scholarship fund. If a spouse/significant other was added, there will be sessions specifically available to them. Click on 'NEXT'.

NEMRA Manufacturer <small>NEMRA Manufacturer</small>	\$695.00 1 Selected
Spouse <small>Spouse</small>	\$100.00 1 Selected

Sessions

Select the sessions you'd like to attend.

⊙ Viewing in Eastern Time

February 2, 2025

9:00 AM-5:00 PM ET	*NEW* MRERF/IPA: Grow Sales with Reps <small>Professional Development & Education Seminars Magnolia Room</small>	\$1,295.00 Select attendees
--------------------	--	--------------------------------

If you're managing an outsourced sales team and want to manage your reps more effectively, enroll in this program to learn the strategies and tools needed to get the most from your rep partners.
Please Note: Open to Manufacturers only.

38 remaining

February 3, 2025

5:45 AM-6:45 AM ET	5K Power Run <small>Hawks Landing Golf Course</small>	Complimentary Select attendees
--------------------	---	-----------------------------------

Kick start your day while running alongside your NEMRA industry peers.
The course will be mapped out adjacent to the hotel grounds and expertly organized by the Marriott team.

8:30 AM-1:30 PM ET	NEMRA Spouse Outing: Winter Park Boat Tour <small>Winter Park, FL</small>	\$175.00 1 Selected
--------------------	---	------------------------

Spend a day outdoors in the shade of Winter Park and see what makes this city one of Florida's hidden gems!

23 remaining

17. You are now able to select the modular meeting room your company will use for One-on-One meetings. Select the modular sizes and quantities you want, then click on 'NEXT'.

Modular Meeting Rooms for One-on-Ones

Select the quantity of items you'd like to purchase.

Modular Meeting Room, 10x10	\$3,200.00
------------------------------------	------------

For the fourth year at NEMRA, we will be offering "privacy modular meeting rooms" located on the main conference floor to our members.

Power will be provided in each room. Each room will come with board room table, chairs, door with lock and 12x12 logo for door.

Also available to order: Audio Visual, branding of your office, extra furniture if would like and Food and Beverage.

43 remaining

Cancellation Policy: Refunds can only be issued up to December 13, 2024. By selecting this option, you agree to this cancellation policy.

Modular Meeting Room, 10x20	\$5,200.00
------------------------------------	------------

For the fourth year at NEMRA, we will be offering "privacy modular meeting rooms" located on the main conference floor to our members.

Power will be provided in each room. Each room will come with board room table, chairs, door with lock and 12x12 logo for door.

Also available to order: Audio Visual, branding of your office, extra furniture if would like and Food and Beverage.

43 remaining

Cancellation Policy: Refunds can only be issued up to December 13, 2024. By selecting this option, you agree to this cancellation policy.

Modular Meeting Room, 20x20	\$6,700.00
------------------------------------	------------

For the fourth year at NEMRA, we will be offering "privacy modular meeting rooms" located on the main conference floor to our members.

Power will be provided in each room. Each room will come with board room table, chairs, door with lock and 12x12 logo for door.

Also available to order: Audio Visual, branding of your office, extra furniture if would like and Food and Beverage.

15 remaining

Cancellation Policy: Refunds can only be issued up to December 13, 2024. By selecting this option, you agree to this cancellation policy.

18. This will take you to the Registration Summary page. This page will allow you to review the selections made for yourself and spouse, if registered.

Registration Summary

Take a moment to review your registration before continuing.

🕒 Viewing in Eastern Time

Test Testerton

test4@mailinator.com

[Edit](#)

First Name to appear on badge (e.g. Thomas, Tom)

Test

Company

Test NMG Branch

Title

National Sales Director

Cellular Phone

(123) 456-7890

Work Address

123 Test
Testland, Ohio 01234
USA

Registering For

Item	Date	Price
Registration Item		
NEMRA Manufacturer		\$695.00
Sessions		
Faith & Fellowship - Connect with your peers through faith & prayer	2/2/25, 7:00 AM - 2/2/25, 8:00 AM ET	Complimentary
"NEW" MRERF/IPA: Grow Sales with Reps	2/2/25, 9:00 AM - 2/2/25, 5:00 PM ET	\$1,295.00
Registration Open	2/2/25, 3:00 PM - 2/2/25, 6:00 PM ET	Complimentary
Welcome Party with LIVE Band	2/2/25, 6:00 PM - 2/2/25, 9:00 PM ET	Complimentary
5K Power Run	2/3/25, 5:45 AM - 2/3/25, 6:45 AM ET	Complimentary
Registration Open	2/3/25, 6:00 AM - 2/3/25, 5:00 PM ET	Complimentary
Panel Discussion - Contractor Insights	2/3/25, 8:00 AM - 2/3/25, 9:00 AM ET	Complimentary
Manufacturer Product & Service Provider Showcase	2/3/25, 9:00 AM - 2/3/25, 5:00 PM ET	Complimentary
One on One Meetings Distributor & Contractor Appointments	2/3/25, 9:15 AM - 2/3/25, 6:00 PM ET	Complimentary
Registration Open	2/4/25, 6:00 AM - 2/4/25, 5:00 PM ET	Complimentary
NEMMY Awards & President's Message	2/4/25, 7:00 AM - 2/4/25, 8:00 AM ET	Complimentary
Manufacturer Product & Service Provider Showcase	2/4/25, 8:00 AM - 2/4/25, 5:00 PM ET	Complimentary
One on One Meetings	2/4/25, 8:15 AM - 2/4/25, 6:00 PM ET	Complimentary

19. If you need to register additional employees, click on the 'Add additional Registrant' button. This will repeat steps 12-17 for new registrant.

NEMMY Awards & President's Message	2/4/25, 7:00 AM - 2/4/25, 8:00 AM ET	Complimentary
Manufacturer Product & Service Provider Showcase	2/4/25, 8:00 AM - 2/4/25, 5:00 PM ET	Complimentary
One on One Meetings Distributor & Contractor Appointments	2/4/25, 8:15 AM - 2/4/25, 6:00 PM ET	Complimentary
Registration Open	2/5/25, 6:00 AM - 2/5/25, 2:00 PM ET	Complimentary
Women in Business Leadership Fireside Chat	2/5/25, 7:00 AM - 2/5/25, 8:00 AM ET	Complimentary
Manufacturer Product & Service Provider Showcase	2/5/25, 8:00 AM - 2/5/25, 2:00 PM ET	Complimentary
One on One Meetings Distributor & Contractor Appointments	2/5/25, 8:15 AM - 2/5/25, 5:45 PM ET	Complimentary

Additional Items

Item	Qty	Amount
Optional Items		
Modular Meeting Room, 10x10	1	\$3,200.00

Spouse Information

MySpouse Testerton

mypouse@mailinator.com

[Edit](#)

[Remove](#)



Add Additional Registrant

Previous

Cancel

Next

Contact Us

20. Once all registrant info is reviewed, click on 'NEXT' button for payment.
21. Select if using a credit card or check. If using card, fill out card information. Then click on SUBMIT.

Order Summary

Review your order, ensure your limit is high enough to meet the charge to avoid any decline, then submit your payment. Thank you.

Test Testerton

Item	Price	Quantity	Total
Registration Item			
NEMRA Manufacturer	\$695.00		\$695.00
Optional Items			
NEMRA Scholarship Fund	\$500.00		\$500.00
Optional Items			
Modular Meeting Room, 10x10	\$3,200.00	1	\$3,200.00
Session			
NEW MRERF/IPA: Grow Sales with Reps	\$1,295.00		\$1,295.00
Subtotal			\$5,690.00
Spouse Information			
MySpouse Testerton			
Subtotal			\$275.00
Subtotal			\$5,965.00
Order Total			\$5,965.00

Total Due \$14,380.00

VISA

* Credit Card Number * Expiration Date * Card Security Code

* Name on Card

* Country/Region

* Address 1

Address 2

Address 3

* City * State/Province

* ZIP/Postal Code

Payment

Select Payment Method

Credit Card

Check

Previous
Cancel
Submit

←----- End of Member Portal General FAQs -----→

Company Administrator FAQs - Portal



Q: What is a "company administrator"?

A: A company administrator can perform actions on records linked to their organization. These actions include:

1. Adding, editing, managing and removing employee contacts, as well as registering them for events, or paying fees on their behalf.
2. Updating employee roles, viewing and updating account information, and assigning/allocating NEMRA U licenses to specific employees.
3. Managing organization profile information.
4. Renewing membership dues, access transactions history, and paying other outstanding invoices (RepConnect, NEMRA U Licenses, etc) on behalf of the company.

5. Applying for membership on behalf of the company if the company is currently a non-member.

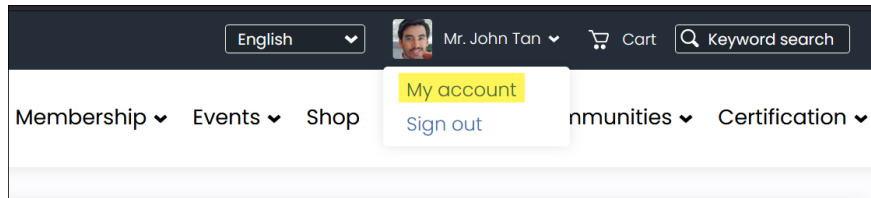
IMPORTANT: *Company Administrators can assign/remove the administrator role from any employee contact related to the organization. They can also access transactions on behalf of the company or other employees. It is important to review the roles of your employees often to ensure only the proper individuals are marked as company administrators on each company profile. If you are not currently marked as a company administrator for your company, but wish to be, please contact any one of the company administrators listed on your company's profile or feel free to [contact us](#).*



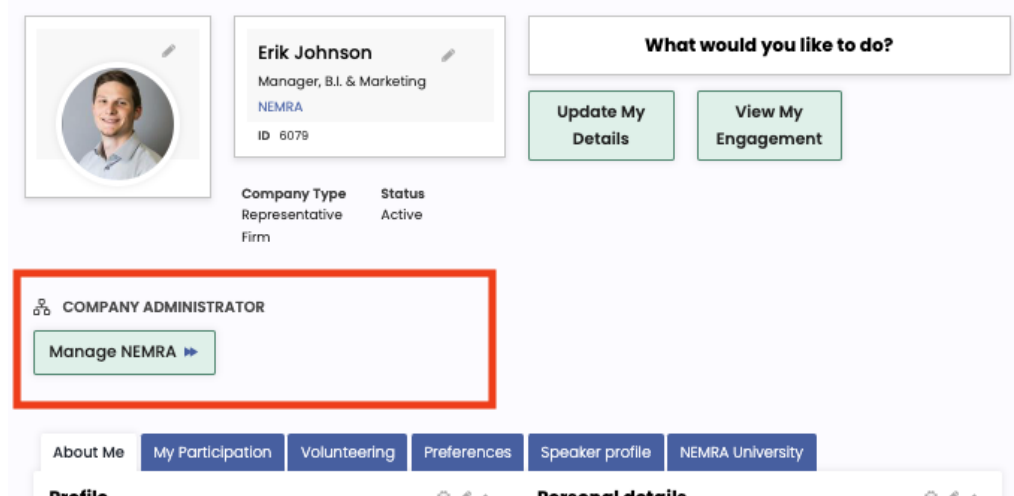
Q: [How do I edit/manage the company profile?](#)

A: Do the following to update the company's account information:

1. Navigate to the [member portal](#).
2. Sign in using your username and password.
3. Select your name at the top, then select **My account**.



4. On your account page, you will see a 'Company Administrator' section with buttons to manage the profiles of every organization that you've been added to as a 'company administrator' contact. Click on the button for the organization you'd like to manage.



IMPORTANT: In most cases, you will only see one button here for your parent company. If you want buttons to display here for every company branch/division profile, you must reach out to the existing company administrator of each branch/division profile for them to add you as a 'company administrator' to that profile.

The system is designed for the parent company to own the administration of all company profiles, including branches/divisions, and it is recommended to relate all branches/divisions to the parent company profile. You can then set one or more employees as a 'company administrator' contact to manage the parent company—which will also provide admin access to all related branch/division profiles and those employees. Each branch/division profile should also have its own separate company administrator contact, who can manage that specific company profile's information as needed.

- To add/edit your company's branches or divisions to your parent company profile, please see [Q: "How do I add/edit branches or divisions for my company profile?"](#).
 - To add another employee as a company admin to one or more organization profiles, please see [Q: "How do I edit/other employee profiles"](#).
5. Click the "manage" button(s) to view the account page of that company profile.



Q: [What information can I edit on the company profile as an admin?](#)

A: When Company Administrators view the account page for their organization, they can update the organization's account and profile, including the name, logo, bio, addresses, employee contacts and directory profile details.

If your company member type is **CEMRA or REP** → then you will see the following tabs: **About, Contacts, Participation, Transaction, Preferences, Directory Data, Product Lines & Territories, NEMRA University.**

If your company member type is **NMG (manufacturer)** → then you will see the following tabs: **About, Contacts, Participation, Transaction, Preferences, Directory Data, Product Reps, NEMRA University.**

1. Under **About** tab → you can update the company bio, personal details, address (if you add additional addresses, please be sure to specify the type: Home, Remote (secondary company address (remote), Home, PO Box, etc). Click the pencil edit icons next to a specific area to edit that information.

The screenshot shows a member profile page for NEMRA. At the top, it displays 'Member since 8/11/1969', 'Status Active', and 'Paid through 12/31/2024'. Below this are navigation tabs: 'About', 'Contacts', 'Participation', 'Transactions', 'Preferences', and 'Directory Data'. Underneath are 'Product Lines and Territories' and 'Product Reps' tabs. The main content area is titled 'Profile' and includes an edit icon (pencil in a red box). The 'About' section contains a description of NEMRA, 'Areas Of Expertise' (Accounting, Consulting, Human Resources, Marketing, Sales), 'Locations' (Indiana), 'Year Founded' (1969), 'Website' (https://www.nemra.org), 'Email' (nemra@nemra.org), and social media links for LinkedIn, Facebook, Instagram, X (Twitter), YouTube, and Vimeo. A 'View Public Profile' button is located below the social media links. The 'Addresses' section has a 'Company Address' tab with a plus sign and an edit icon (pencil in a red box). The address listed is: 1905 South New Market Street, Suite 247, Carmel, IN 46032, UNITED STATES. It also includes a 'Show map' link, the phone number (317) 975-1999, and the email nemra@nemra.org.

- **Demographics** information can also be edited within the **About** tab. This is where you can edit the company's Staff Size, Annual Revenue in millions (for manufacture use only), Region of Operation, Territories Covered (for Rep use only), and Markets Served (for manufacturer use only).

Demographics	
Staff size	7
Annual revenue in millions (for MFR use only)	
NEMRA Region of Operation	
Is a sponsor	No
Territories Covered (for Rep use only)	
Markets Served (for MFR use only)	

- Under **Contacts** tab → you can add/edit other employee profiles as well as other organizational profiles for your company's branches/divisions.

NEMRA
 (317) 975-1999
 nemra@nemra.org
 Member since 8/11/1969 Status Active Paid through 12/31/2024

[About](#)
[Contacts](#)
[Participation](#)
[Transactions](#)
[Preferences](#)
[Directory Data](#)


[Product Lines and Territories](#)
[Product Reps](#)
[Product Reps](#)

NEMRA
[Add contact](#)

- Under **Participation** tab → you can view the company's engagement score, which is a sum of all activities and participation by the company and all of its employees. This is also where you can find information regarding Current Membership Fees and Upcoming Event Registrations on for the company.

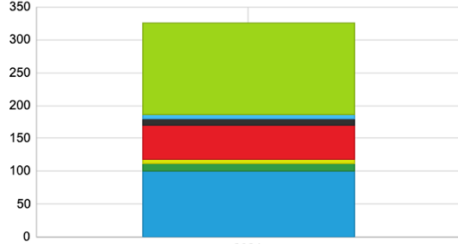
- About
 - Contacts
 - Participation
 - Transactions
 - Preferences
 - Directory Data
- Product Lines and Territories
 - Product Reps and Markets Served
- Product Reps and Markets Served

Engagement score



99

Engagement history



2024

- Committee memberships
- Community subscriptions
- Donations
- Event registrations
- Posts
- Purchases
- Recently logged in

Current membership fees

Member	Billed Amount	Balance
There are no records.		

Upcoming event registrations


Date	Event	Registrant	View registration
There are no records.			

4. Under **Transactions** tab → you can view the company's Open Invoices, Recent Transactions, Past Invoices, Donating History and Billing History. The "**View Statement**" button will open a copy of your most recent billing

statement.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: About, Contacts, Participation, Transactions (highlighted with a red box), Preferences, and Directory Data. Below the navigation bar is a sub-tab labeled "Product Lines and Territories". The main content area is divided into several sections:

- Open invoices:** A table with columns: Pay, Invoice, Date, Description, Due Date, Amount, Balance Due. Below the table, it states "There are no open invoices at this time." A "View Statement" button is located below the table.
- Recent transactions:** A table with columns: Order Number, Order Date, Type, Amount, Balance. Below the table, it states "There are no records."
- Invoices:** A section with a dropdown menu labeled "Select a query" set to "Organization".
- Donation history:** A table with columns: Year, Count, Given. Below the table, it states "There are no records."
- Billing history:** A table with columns: Date, Item, Beginning, Ending, Amount. Below the table, it states "There are no records."

5. Under **Directory Data** tab → you can set your company's information that will display in the directory. You can edit things such as contact information (main contact email, company phone number, biography, areas of expertise and social media URLs) and whether to display the email and phone number in the directory. Click the pencil  icon to edit the information in that section.

NOTE: It is recommended that you choose display all, as the directory serves as a way to drive traffic to your website and allow NEMRA members to make connections and find potential partners.

[About](#)
[Contacts](#)
[Participation](#)
[Transactions](#)
[Preferences](#)
Directory Data

Product Lines and Territories

Directory Data

Show email in directory? No

Email mike@ .com

Show phone in directory? Yes

Work phone

Bio

Areas of expertise

Facebook

LinkedIn https://www.linkedin.com/company/

Twitter

Instagram

YouTube

Vimeo

6. Under **Product Lines & Territories (REP Firms Only)** tab → you can edit the manufacturer brands that you represent and update the territories that your company serves.

Click the pencil and icons to edit the information in these sections.

Product Lines and Territories

Represented Product Lines

▲ Manufactures Company Name

Manufacturer Company #1		
Manufacturer Company #2		

Territories Covered Indiana, Kentucky, Ohio

IMPORTANT: If you do not see a manufacturer that you are partnered with listed in this dropdown, please [contact us](#). Whether they are a NEMRA member or not, we'll add them to this list so that you can have a more complete partner count on your profile. NEMRA is always taking member recommendations for manufacturers that currently work with NEMRA reps, so this an opportune time

to endorse and recommend your partners to NEMRA. If they become a member, your membership ROI increases.

7. Under **Product Reps & Markets Served (Manufacturers Only)** tab → you can view the NEMRA representatives that have added you on their end as a manufacturer brand that they represent. There is an option to export a list of your representative partners in multiple formats. This is also where you can update the product categories you offer, otherwise known as **Markets Served**. Click the pencil icon to edit the information in that section. If you aren't able to identify with one or any product categories/markets, please feel free to [contact us](#) and we'll review and potentially add a new category.

The screenshot displays the 'Product Reps' interface. At the top, there is a tab labeled 'Product Reps'. Below it is the 'Product Rep List' section, which includes an 'Export' button. The list contains the following information:

Representative Firm
Representative Company #1
Representative Company #2

Below the list, there is a 'Total Reps' section showing the number '2'. At the bottom of the interface, there is a 'Markets Served' section with the text 'Conduit, Pipe, Raceway & Wire Management' and a pencil icon for editing.

Below the 'Product Reps' interface, there is an 'Export' button with a dropdown menu showing the following options:

- Word
- Excel
- PDF
- CSV
- XML

IMPORTANT: If you do not see one of your NEMRA reps listed in the 'Product Reps List', or you see previous representative partner firms, please reach out to them and ask that they add/remove you promptly. Manufacturers are not able to add/remove reps from this section due to privacy concern with our Reps.



Q: [How do I add/edit other employee profiles?](#)

A: Under **Contacts** tab on the company profile, Company Administrators can add new employee contacts and update existing contact and profile information for existing employees of their organization. They can also view participation information for the contact, such as billing history.

IMPORTANT: *The Company Administrator cannot add existing contacts to their company for security reasons. The Company Administrator can add brand new contacts only. If you need help adding existing contacts to a company profile, please [contact us](#).*

1. Add a new individuals contact by clicking **Add Contact** near the top of the Contacts panel above the listed employee names. Select **Individual** as the profile type. Enter required details and click **Save**.
2. Clicking on a contact's role opens the group member details window.

Versaton US
Versaton Global Headquarters
(310) 388-5000
versatonus@mallinator.com
Status Active

Contacts | Participation | Transactions | Preferences

Versaton US
Add contact

- Mr. Lee F. Bonner - Business Analyst
- Janice Darrow - Member
- Mrs. Stephanie Gonzalez - Member
- Mrs. Judy K. Gray - Director of Education
- Alex Morgan - President
- Ms. Jo Ann Rincon - Senior Project Manager
- Mrs. Madison P. Rowlands - Analyst
- Mr. David William Smith - Team Lead
- Mrs. Teresa Spain - Assistant Director

Clicking Teresa's role opens up the Group member detail window

Group member detail

Mrs. Teresa Spain
Assistant Director
Versaton US
(462) 797-1422

Preferred Mailing
PO Box 21733
Los Angeles, CA 90014
UNITED STATES
(310) 388-5000
teresaspain@mallinator.com

Versaton US Add new

Role	Title	Begin	End	Status
Member	Assistant Director			Active

Close

3. Edit an existing employee contact by clicking on their name to go to their profile. Click the pencil icon next to each panel/section to edit the information on their profile.

4. Clicking on the pencil icon next to the employee's name will allow you to update employee information such as Name, Title, Primary Organization, Addresses and more. Updating the primary organization is an easy way for Company Administrators to move an existing employee contact from one company profile to another.

IMPORTANT: To change/update Primary Organization, simply start entering the first few characters of your company name. If that specific parent company, or branch/division profile exists in the

system it should populate as you type. Please ensure you exhaust all company naming conventions, including possible acronyms.



Q: *How do I control the rank/order of employees on our company's public directory listing?*

A: Each individual employee contact's **Functional Title** (also known as Department/Role) will determine that employees positional order/rank when listed on the company's directory listing page. The following positional order/rank is as follows:

1. President/Principal - *will be listed first.*
2. Executive/VP
3. Director/Manager
4. Outside Sales
5. Inside Sales
6. Marketing
7. Operations
8. Accounting/Finance
9. Human Resources (HR) - *will be listed last.*

IMPORTANT: Please ensure you are providing accurate information to avoid any confusion between NEMRA and your personnel with regards to targeted emails about billing, membership, executive committee information, etc. For this reason, we highly recommend that you **DO NOT** list someone with an incorrect functional title just to change the order in which they are listed on your company's directory listing page.



Q: *How do I move employees from one company profile to another?*

A: There are two methods to move an employee contact from one organization profile to another within the system

1. Each individual employee can move company's by simply updating their primary organization. Please have your

employees view step #4 in [Q: "How do I edit/update my profile?"](#).

2. A Company Administrator from the employee's primary organization can also update the employee's primary organization, as well as remove them from the company's "contacts". Please see Q: "How



Q: [How do I remove employees from my company profile?](#)

A: There are two methods to move an employee contact from one organization profile to another within the system

1. Within the company profile, select the "Contacts" tab.
2. Find the individual you want to remove from the company.

REP TEST Co.

REPTest@mailinator.com

Status Active

Contacts Participation Transactions Preferences Directory Data

Product Lines and Territories

REP TEST Co.

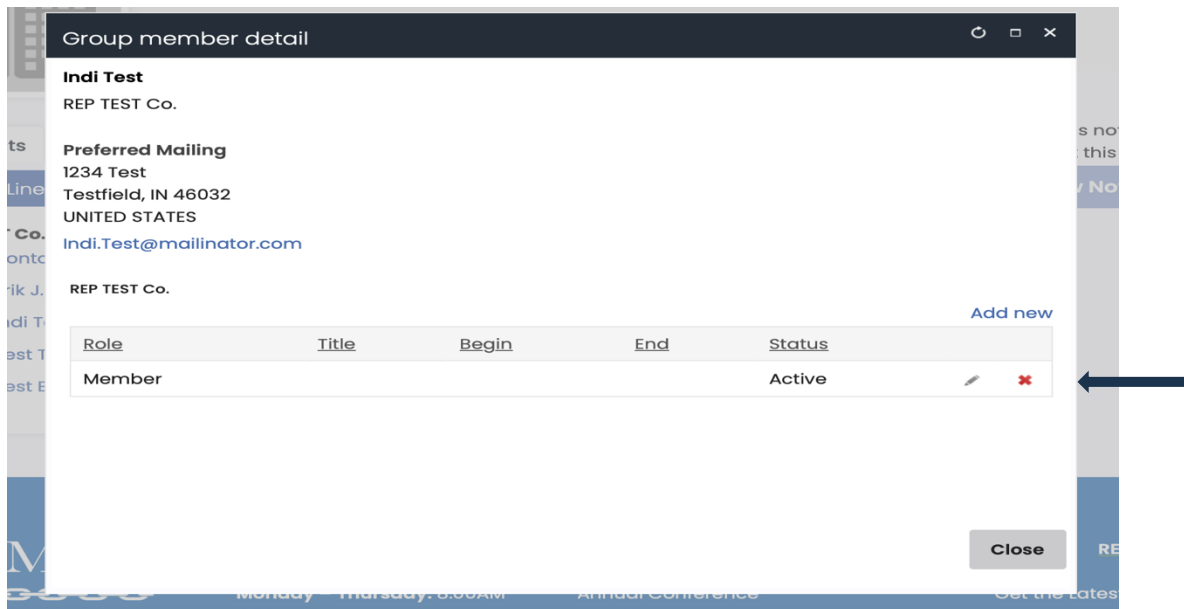
Add contact

- ▶ Erik J. Test – Member, Company Administrator
- ▶ Indi Test – **Member**
- ▶ Test Testerson – Member
- ▶ Test EJ Testerson – Manager, BI & Marketing, Company Administrator

Membership is not due for renewal at this time.

Renew Now

3. Click on the role/relation title for that employee, and a pop-up window will display




4. Click the RED 'X' next to any and all 'roles' listed, and this will remove their relation to the company and diminish any member privileges they had.



Q: [How do I add/edit branches or divisions on the parent company profile?](#)

A: Under **Contacts** tab on the company profile, Company Administrators of can edit profile information for existing branch/division profiles that are related to the parent company. They can edit information such as company name, title, address, existing employees, and public profile details. They can also view participation information for the organization, such as billing history. The process of adding or editing branches/divisions to the parent company profile is essentially the same as adding/editing employee contacts.

1. Add a new organizational contact by clicking **Add Contact** near the top of the Contacts panel above the listed employee names. Select **Organization** as the profile type. Enter required details and click **Save**.

2. Clicking on an organization's contact role opens the group member details window for that related branch/division. Each branch/division should be set as a 'member' contact to the parent company.
3. Edit a branch/division contact by clicking on their name to go to their profile. Click the pencil  icon next to each panel/section to edit the information on their profile.

IMPORTANT: *The Company Administrator cannot add existing organizations to their company for security reasons. The Company Administrator can add brand new organization profiles only. If you need help adding existing branch/division profiles to a company profile, please [contact us](#).*



Q: [How do I register other employees for an event \(webinar, bootcamp, etc\)?](#)

A: To register other employees for events that are a contact of the organization that you are the administrator, follow these steps to register someone else for an event:

1. Follow the same initial steps 1-4 found in [Q: "How do I register for an event/webinar?"](#)
2. Once on a specific event page, **Click on Register Someone Else**, then select a name from the **existing contact** dropdown field (auto-populates all employee contacts that currently exist from within the company "Contacts"). You can also add a new contact if that employee has not already been added to your company "Contacts" as an employee member.

NEMRA Webinar Series x Hilton For Business

Hilton for Business is a digital-forward travel program that empowers professionals running Small- and Medium-sized Businesses (SMBs) to simplify travel management while maximizing rewards and discounts for their loyalty. The program offers a comprehensive set of tools and provides Hilton Honors benefits to business customers and their employees around the world, including portfolio-wide discounts, travel rewards, rapid onboarding and seamless program management. There is no minimum spend required, no blackout dates across Hilton's global portfolio of hotels, and the program is completely free to join. Now through December 31, 2024, owners and employees of companies enrolled in Hilton for Business can earn double night credit on all stays – business and leisure. Each night stayed will count as two (2) nights, boosting members' Hilton Honors status twice as fast. To learn more and join, visit HiltonForBusiness.com. **Upon the completion of registration, a calendar invite will be sent to the email on file. Please allow up to 1 business day for calendar invite. Please login to access registration.**

Price 0.00

When 8/22/2024 3:30 PM - 4:30 PM
Eastern Daylight Time

Staff use only

Contact Jennifer Valler

Registration

Register Myself

Register Someone Else

Registration ends 8/22/2024 3:30 PM EDT

[Register multiple contacts](#)

Register Someone Else

Choose a contact to register

Select an existing contact

Add a new contact

- Mr. Lee F. Bonner
- Janice Darrow
- Mrs. Stephanie Gonzalez
- Ms. Judy K. Gray

Items 1-10 out of 14

When an administrator clicks Register someone else, all contacts they have the power to register appear in this list.

[Save & Close](#) [Cancel](#)

Payment details

Pay with **PayPal**

or

Pay Later
You will be billed for the balance due.

Bill to
Versaton Canada

*PO number

Administrators can send event registration bills to the company.

3. Once you've selected the contacts you wish to register for the event, click **Save & Close**.
4. Each contact you register will show up near the bottom left of the event page, and you are able to edit their registration information.

Registrant

John Smith Bill Garrison

John Smith
Sales Company

Registration status for John Smith :
REGISTERED
7/26/2024

[Edit registrant information](#)

Register Someone Else

Registration ends 8/22/2024 3:30 PM EDT

5. If you need to cancel an event you are already registered for, contact Jennifer Valler with NEMRA at jvaller@nemra.org.



Q: [How do I renew membership on behalf of the company?](#)

A: Company Administrators can easily renew their company's membership by using the **Renew Now** button on the organization's account page. The following outlines the process:



1. Navigate to the [member portal](#) and log in using their username and password.
2. Navigate to your company account page, then click the **Renew Now** button.

NEMRA
(317) 975-1999
nemra@nemra.org

Member since 8/11/1969 Status Active Paid through 12/31/2024

About Contacts Participation Transactions Preferences Directory Data

Product Lines and Territories Product Reps Product Reps

Profile

About
The National Electrical Manufacturers Representatives Association (NEMRA), is a not-for-profit association comprised of independent sales representatives and manufacturers in the electrical

Membership is not due for renewal at this time.
Renew Now
Cancel Renewal

3. You will be taken one of two places, depending on if the system needs to **display itemized renewals** when generating the renewal invoice:
 - If not, you'll be taken directly to the cart page.

Continue Shopping

Items

Item	Quantity	Price	Total
No records to display.			

Update

Invoices

Invoice Number	Description	Balance Due	
Cash-18075	Renewal Fees	265.00	Remove

Membership payment options

Single payment
 Automatically pay future renewals

Please ensure that Versaton Canada agrees to the following:
By selecting this option, I agree to allow my payment details to be stored for future use.

- If so, you'll be taken to the itemized renewal page where you can review and update the items defined in your membership (except the primary fee).

Regular Membership Fees

Term dates 11/1/2022 to 10/31/2023

Membership Fees

Item	Unit Price	Quantity	Amount	Balance
<input checked="" type="checkbox"/> Regular Member Fees	200.00	1	200.00	200.00

Chapter Membership Fees

Item	Unit Price	Quantity	Amount	Balance
West Chapter Primary Remove	45.00	1	45.00	45.00

Sections and Specialty Groups

Item	Unit Price	Quantity	Amount	Balance
<input type="checkbox"/> Finance Section	20.00	0	0.00	0.00
<input type="checkbox"/> Marketing Section	20.00	0	0.00	0.00
<input type="checkbox"/> Technology Section	20.00	0	0.00	0.00

Journals and Other Subscriptions

Item	Unit Price	Quantity	Amount	Balance
<input type="checkbox"/> Journal of Professional Leadership	0.00	0	0.00	0.00
<input type="checkbox"/> Industry Insider Magazine	34.95	0	0.00	0.00

Voluntary Contributions

Item	Unit Price	Quantity	Amount	Balance
<input checked="" type="checkbox"/> PAC Contribution	N/A	1	20.00	20.00
<input type="checkbox"/> Scholarship Fund Contribution	N/A	0	0.00	0.00

Subtotal 265.00

View Cart [Update Cart](#)

4. When ready, you'll purchase the membership and you'll automatically be sent an order confirmation email.
5. The following changes occur after the renewal is paid for and the transaction is processed:
 - The **Paid through** date is advanced to match the **Renewed through** date.
 - The **Member status** is set to **Renewed**.
 - The **Status changed** date is set to the date when the company's member status was changed.
6. From the **Transactions** tab, the invoice has moved from the **Open invoices** section to the **Invoices** section. From the **Invoices** section, the invoice is shown as paid with a zero-amount balance.

Invoice Number	Date	Description	Amount	Balance
Cash-18916	1/5/2023	Renewal Fees	263.00	0.00
69	3/10/2022	Annual Conference	785.00	785.00
R4376	11/26/2021	Global Conference	780.00	780.00
R7944	4/7/2020	Gift	950.00	0.00

- From the **Membership** tab, the **Membership fees** section reflects the new paid through date and zero balance, and new **Membership billing history** line items are added based on the membership products purchased.



Q: How do I pay open invoices or review transactions on behalf of the company?

A: Company Administrators can make purchases and bill the purchase to the organization. Therefore, you must know how to review past and open orders/invoices, and pay recently billed renewal invoices.

To pay open invoices for the company, do the following:

- Click the **Transactions** tab on the company profile.
- All open invoices appear in the **Open invoices** area. Select the checkbox next to the invoice number.
- Click **Add To Cart**.

Transactions						
OPEN INVOICES						
Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
<input type="checkbox"/>	R5038	9/23/2022	Annual Conference		1,312.00	1,312.00
<input type="checkbox"/>	R4994	10/25/2022	Music Educators Conference		433.90	433.90
<input type="checkbox"/>	R3170	2/5/2023	Leadership Summit		305.00	305.00
<input type="checkbox"/>	Cash-18075	9/12/2023	Renewal Fees		265.00	265.00
					Total balance due	2,315.90
					Total selected	2,315.90
					Add To Cart	

4. To view past orders/invoices, click the **Transactions** tab and then scroll down to **Recent Transactions** or **Invoices** respectively.



Q: How secure are my payments and transactions in NEMRA's portal?

A: NEMRA's member portal system (powered by iMIS) utilizes Global Payments for its payment processing. Global Payments is PCI 3.0 certified and maintains the highest level of security in the industry. Global Payments utilizes end-to-end encryption for all card present and card not present transactions. Card data saved on file is tokenized and stored offsite in the Pay Central Service, which is a secure Token Vault. Global Payments users are also eligible to receive \$100,000 in breach protection through our PCI Assure program.

- **Is Global Payments mobile credit card data secure?** Yes. Global Payments Mobile supports PCI compliant encrypted EMV credit card readers, ensuring that sensitive credit card data is never stored, processed or transmitted through your phone, tablets or servers.
- **What fraud-prevention features are available in Global Payments?** Global Payment's security team provides 24/7/365 fraud and risk monitoring.
- **Is there a payment privacy policy?** Yes, the following are just a few of the security standards that ASI adheres to:
 - iMIS does not maintain any card data after the initial purchase or donation. For recurring payments, such as membership renewals or donations, the card data is tokenized before the card data is destroyed. This token is then used for the ongoing gifts or memberships.
 - iMIS does not process, store, or transmit cardholder data. Therefore, PCI compliance of the application is not required. Cardholder data is only handled by the Pay Central Service that is hosted by ASI, which is audited for compliance annually by a QSA company.
 - Global Payments is [PCI](#) compliant. For more information, see [PCI Assure](#).
 - iMIS (including the Pay Central Service) is [GDPR](#) compliant.
 - Global Payments is [ISO/IEC 27001:2013](#) certified.

- **Why did I get a pop-up asking me for approval?** Customers may see a “challenge window” when making purchases through the Global Payments gateway. This is an added 3D Secure measure to ensure your payments are protected. Although most transactions will follow the “frictionless flow” where no challenge window is presented, your bank may opt for the “challenge flow” if they believe there is an increased risk. See the image below for different types of challenge windows.

←----- End of Member Portal Company Admin FAQs ----->

MEMBER DIRECTORY

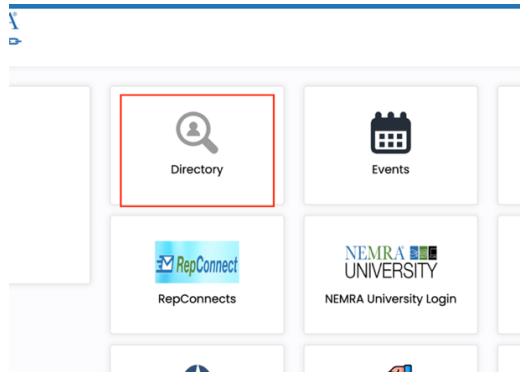
General FAQs - Directory



Q: [How do I access the online directory?](#)

A: Do the following to access the online directory:

1. Navigate to the [member portal](#).
2. Sign in using your username and password.
3. Click the "Directory" tile found in the portal dashboard.




Q: [How do I search for other members in the online directory?](#)

A: The directory only displays results of member companies, not individuals. You can search for other companies by 'company name' or based on several filters, including:


- *State - filter by one or more state(s).*
- *Zip - filter by a single zip code.*
- *Member Type - filter by one or more member types.*
- *Region of Operation - filter by one or more region(s) of the US or Canada.*
- *Territories Covered - filter reps by one or more territories.*
- *Product Categories - filter manufacturers by one or more products.*

Member directory search

Name contains	State	Zip Equals
<input type="text"/>	(Any) <input type="text"/>	<input type="text"/>
Member Type	Join Date (within X days)	Region of Operation
<input type="text" value="CEMRA Representative x"/> <input type="text" value="NMG Manufacturer x"/> <input type="text" value="Representative Firm x"/>	<input type="text"/>	(Any) <input type="text"/>
Territories Covered (to filter Reps)	Product Categories (to filter MANUFs)	
(Any) <input type="text"/>	(Any) <input type="text"/>	



2M Electrical Representatives (San Antonio, TX)
TX, United States



A.A. MacPherson Company, Inc.



Q: [How do I export the search results in the online directory?](#)

A: After performing a search in the directory, you can easily export those search results by clicking the “export” button. We recommend exporting in PDF or Word format, but other formats are available such as Excel, CSV, and XML.

The screenshot shows a directory listing for "2M Electrical Representatives (San Antonio, TX)" located in "TX, United States". To the right of the listing, an "Export" button is highlighted with a red box, and a dropdown menu is open, showing options for "Word", "Excel", "PDF", "CSV", and "XML". Below this listing, there is another entry for "A.A. MacPherson Company, Inc." with a "Details" button to its right.



Q: [How do I edit my company's information on the public directory listing?](#)

A: The directory mirrors your company's profile information. The information that displays in the directory can be changed by editing your company profile. See [Q: "How do I edit the company profile?"](#).