


## Accessing the Management System

Tasks	Detailed Steps
<p>1. Go to the WPA web site.</p>	<p>1. <a href="http://wpaflys.org">http://wpaflys.org</a></p>
<p>2. Choose any of the following links to navigate to the login page.</p>	 <ol style="list-style-type: none"> <li>1. Click on the WPA Logo at the top of the home page;</li> <li>2. Click on the box labeled "Join or Renew On Line Today"</li> <li>3. Click on the box labeled "Update Member Information"</li> </ol>
<p>3. Login to the Management System with your Member ID and Password.</p> <p>Note: If you have forgotten your member number or password, click on the appropriate link to have this information emailed to you.</p>	<h3>Administrator Panel Log-In:</h3> <p><b>Member ID:</b> <input type="text"/></p> <p><a href="#">What is my MemberID?</a></p> <p><b>Password:</b> <input type="password"/></p> <p><a href="#">Forgot my Password?</a></p> <p><input type="submit" value="Submit"/></p>

<p>4. If you have not, yet registered on the Management System, click on the box labeled "Join or Renew On Line Today" and fill out the Online sign up form.</p>	<h2 style="margin: 0;">Administrator Panel Log-In:</h2> <p><b>Member ID:</b> <input style="width: 150px;" type="text"/></p> <p style="text-align: center;"><a href="#">What is my MemberID?</a></p> <p><b>Password:</b> <input style="width: 150px;" type="password"/></p> <p style="text-align: center;"><a href="#">Forgot my Password?</a></p> <p style="text-align: center;"><input type="button" value="Submit"/></p>														
<p>5. Once you are logged in, choose from the drop down menu (at the bottom of the Administration Home page) what you would like to do.</p>	<div style="text-align: right; margin-bottom: 10px;">             Unlimited Plus: <input type="checkbox"/>              Unlimited: <input type="checkbox"/>              Director: <input checked="" type="checkbox"/>              Chapter: <input type="checkbox"/>              Member: <input type="checkbox"/> </div> <p><b>USER:</b> <span style="color: blue;">Flue, Les (FLULES001)</span>  <b>Authorization:</b> <span style="color: red;">Director (All Chapters)</span></p> <hr/> <h3 style="text-align: center; margin: 0;">ADMINISTRATION</h3> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; color: green; width: 30%;">USER Authorization</th> <th style="text-align: left; color: green;">DEFINITION</th> </tr> </thead> <tbody> <tr> <td style="color: red; vertical-align: top;"><b>View Only</b></td> <td>May only view information specific to their Chapter. May look up an address or pull limited reports.</td> </tr> <tr> <td style="color: red; vertical-align: top;"><b>Chapter</b></td> <td>May enter payment information, edit select member information and may pull Chapter Reports.</td> </tr> <tr> <td style="color: red; vertical-align: top;"><b>Director</b></td> <td>May view/edit member and transaction information for all Chapters.</td> </tr> <tr> <td style="color: red; vertical-align: top;"><b>Unlimited</b></td> <td>May enter/edit payment/member information and pull reports for all Chapters</td> </tr> <tr> <td style="color: red; vertical-align: top;"><b>Unlimited Plus</b></td> <td>Same as Unlimited, plus the ability to modify User Access and view Log Files</td> </tr> <tr> <td style="color: red; vertical-align: top;"><b>Member</b></td> <td>Limited access by member to their personal information!</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <span style="background-color: yellow; padding: 2px 5px;">Accounting</span> <input type="button" value="Go"/> </div>	USER Authorization	DEFINITION	<b>View Only</b>	May only view information specific to their Chapter. May look up an address or pull limited reports.	<b>Chapter</b>	May enter payment information, edit select member information and may pull Chapter Reports.	<b>Director</b>	May view/edit member and transaction information for all Chapters.	<b>Unlimited</b>	May enter/edit payment/member information and pull reports for all Chapters	<b>Unlimited Plus</b>	Same as Unlimited, plus the ability to modify User Access and view Log Files	<b>Member</b>	Limited access by member to their personal information!
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