



## Get registered on CSSGA's Association Management System!

Step 1. <https://cssga.memberclicks.net/membership-application-for-employees>. If you are already registered go to <https://cssga.memberclicks.net/login>.

Step 2. Click on the "My Profile" link your Member Landing Page

**HELLO**  
my name is  
**Annelise Shepherd**  
Member Company Employee

See something wrong? [Update your profile!](#)

[My Profile](#) | [Event Calendar](#)

**Welcome to your Association Management System!**

This website will help with the work of keeping our membership connected. With networking support, simple tools for staying in touch, space for sharing documents and photos and resources to support committees, we can use it to help market our association and highlight great work being done.

Step 3. Click on E-lists under "My Features"

**My Community** | **My Profile** | **Connections** | **My Features** | **Inbox** | Search Directory

**Photos**  
**E-lists**

**Annelise Shepherd**  
3 days ago  
**Last online**  
16 minutes ago  
**Profile views**  
0 view(s)

**Latest Photos**  
No photos uploaded yet.

**My Status**  
Share your thoughts here...

[Change Profile Picture](#) | [Upload photos](#) | [Write Message](#) | [View your inbox](#)

Step 4. Subscribe to all lists you wish to receive correspondence from.

<div>My Community</div> <div>My Profile</div> <div>Connections</div> <div>My Features</div> <div>Inbox</div> <div>Search Directory</div>		
E-lists		
E-list Name	Subscribed	Email Delivery
Educational Outreach Committee	<div>ON</div>	<div>ON</div>
Equipment Committee	<div>ON</div>	<div>ON</div>
Governmental Affairs Committee	<div>ON</div>	<div>ON</div>
Land Use & Environmental Committee	<div>ON</div>	<div>ON</div>
Safety Committee	<div>ON</div>	<div>ON</div>

Step 5. View invoices and payments using “Invoices” in the My Profile dropdown

<div>My Community</div> <div>My Profile</div> <div>Connections</div> <div>My Features</div> <div>Inbox</div> <div>Search Directory</div>		
E-lists		
E-list Name	Subscribed	Email Delivery
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Governmental Affair	<div>ON</div>	<div>ON</div>
Land Use & Environmental Committee	<div>ON</div>	<div>ON</div>
Safety Committee	<div>ON</div>	<div>ON</div>

Change Profile Picture

Privacy

Change Password

Contact Preferences

Message History

Invoices

Submissions

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