

How to Navigate Your FCSI Membership Profile

Login to Your Profile

1. Visit <https://fcsi.site-ym.com/Login.aspx>
2. Insert your username and password. You should have received this information from FCSI TA Director of Member Services, Penny Price, when you became an FCSI Member. If you have forgotten your username or password please contact Penny at penny@fcsi.org.

Update Your Profile

1. Under "Information & Settings" click "Edit Bio"
 - a. This will allow you to update your email address, passcode, personal information, and professional information.
 - b. At the bottom of the page click "Save Changes" to make sure all updated information is saved.
2. Under "Information & Settings" click "My Preferences"
 - a. This will allow you to customize your member profile based on your preferences including how often you would like to receive emails and newsletters.
 - b. At the bottom of the page click "Save My Settings" to make sure all updated information is saved.

Log Your CEUs

1. Under "Content and Features" click on "Professional Development"
2. Add up the CEUs that expire at the end of the current year - this is your total for the current year. You can also add CEUs to your journal. Be sure to provide a name badge, registration confirmation, or other verification when submitting CEUs, and post the program for expiration on 12/31/YEAR.

Pay Your Dues and Open Invoices

1. Under "Invoicing, Payments & History" click "Invoices"
 - a. Choose the "Dues" tab
 - b. If you have a current payment due it will be listed in on this page. You can then pay your selected dues from this point.
 - c. Choose the "Store and Events" tab.
 - d. If you have a current payment due for a purchase or event ticket it will be listed in on this page. You can then pay your selected invoices from this point.
 - e. You can view previous statements by filtering the status at the top of the screen.

View Your Membership Status

1. Under "Invoicing, Payments & History" click "Membership"
 - a. Under your name you will see your member status and expiration date.
 - b. You will also be able to see all transactions related to your membership and an option to print.

View Event Registration

1. Under "Invoicing, Payments & History" click "Event Registrations"
 - a. This page will show all upcoming and past events you have registered for including details of the events, your registration ID, a calendar invite, and an option to print.

If you have any questions or issues with your FCSI Member Profile, please contact FCSI TA Director of Member Services, Penny Price at penny@fcsi.org.