



Your FEI Community Platform

# Quick Start Guide

**FEIconnect helps you network with other FEI members like never before!**  
**Here are some tips to get you started and help you maximize this powerful resource.**

Advancing the success of senior-level financial executives since 1931

Join the Discussion

Ask or answer questions with your peers.

Our dynamic discussion groups provide the tools you need to communicate with leaders and partners in your field.

Get Started →

## ► Get started

FEIconnect can be accessed at [connect.financialexecutives.org](http://connect.financialexecutives.org). Click the blue “Sign in” button at the **top right** of the page. This will bring you to the FEI website, where you will need to enter **your FEI username** and **password**. If you do not know your login credentials, click “Forgot Login” under the Username/Password text boxes to retrieve your information.

When logging in to FEIconnect for the first time, you will be asked to **review** and **agree** to the FEIconnect “**Code of Conduct**.”

Advancing the success of senior-level financial executives since 1931

Welcome

Build community and connect with your colleagues.

Enter a place for knowledge exchange, content curation, idea incubation and professional networking.

Explore →

## ► Enhance your profile

After logging in to FEIconnect, **access your profile** by clicking the **arrow** at the **top right** of the page. Then, click the “**Profile**” button in the dropdown menu. Your contact information, company and title have been prepopulated from our database - we encourage you to enhance your profile with your Bio, Education and more.

**Take a moment to upload a photo.** This will help your colleagues get to know you better and get a glimpse of your personality.

Mr. Doug Hoekstra

Manager, Marketing & Communications, Financial Executives International

Contact Details

Financial Executives International  
Morrison, NJ  
PRIMARY: (973)765-1069  
dhoekstra@financialexecutives.org

Social Links

Import From LinkedIn

Education

University of Maryland College Park  
BA  
2002 To 2005

If you have a LinkedIn account, you can **import your information directly from LinkedIn** by clicking the green “**Import Your Info**” button. Once clicked, you will be directed to a screen to **enter your LinkedIn account login credentials**. After you have entered your credentials, click “**Allow access**.” You will now be directed to a page where you can select which information you want to have exported from your LinkedIn account into your FEIconnect account. Once you have made your selections, click the blue “**Save and Continue**” button at the bottom of the page.

You can also control who can see the information in your profile. Just click on “**My Account**” tab and select “**Privacy Settings**” from the dropdown menu.

## Member Directory

Basic Search Advanced Search

Fill in any of the criteria below to limit your search. None of the fields are required although you must enter something in at least one of them. Fields like First Name, Last Name, Company Name, etc. will perform a partial match. For example, a Last Name search for "Jo" will find everyone whose name starts with "Jo".

Name

First Name	<input type="text"/>
Last Name	<input type="text"/>
Company Name	<input type="text"/> Company Name
Email Address	<input type="text"/>

## ► Find colleagues

Click on "Directory" in the top navigation bar to search for peers. You can search **name**, **location**, **Chapter** and more. Use the drop-down menus under the "**Member of Group**" heading to search by Chapter.

From the search results page, you can view profiles, add members as a contact, or send a message.

## My Communities

7 total All Community Types Communities to which I belong Alphabetical 20 per page

CFIT Sub-Committee

last person joined 7 days ago

Enter

Members

Committee on Corporate Reporting (CCR)

FEI's Committee on Corporate Reporting monitors developments & issues relating to accounting/auditing/external reporting, including policies, rules, regulations, and standards; communicates these to members, the FASB, and government agencies. Represents interests on accounting/reporting matters in communications to the SEC.

Enter

Discussions Libraries Members 144

Member last person joined 9 hours ago

## ► Access Your Communities

"**My Communities**" is a list of the groups to which you belong. Click on the Community name or "Enter" button to access the Community. This will bring you to the homepage for that Community, where you can access the discussion forum to read, search on and reply to others' posts – and "**View the Library**," where you can access sample policies, forms, procedures and other documents your peers have shared.

## My Community Notifications

List of your communities and their notification preferences. For other communities open for membership, see this [list of communities](#).

6 Communities

Order By ▾

Community	Notification	Delivery Details	Actions
FEI Leadership Council	Real Time	<input type="button" value="dhoelstra@financialexecutives.org"/>	<input type="button" value="Edit Email"/>
FEI Staff Community	Daily Digest	<input type="button" value="dhoelstra@financialexecutives.org"/>	<input type="button" value="Edit Email"/>
Committee on Finance & Information Technology (CFIT)	Real Time	<input type="button" value="dhoelstra@financialexecutives.org"/>	<input type="button" value="Edit Email"/>
Member Acquisition and Enhancement Action Team	Real Time	<input type="button" value="dhoelstra@financialexecutives.org"/>	<input type="button" value="Edit Email"/>
Committee on Corporate Reporting (CCR)	Real Time	<input type="button" value="dhoelstra@financialexecutives.org"/>	<input type="button" value="Edit Email"/>
Revenue Recognition Working Group of CCR	Daily Digest	<input type="button" value="dhoelstra@financialexecutives.org"/>	<input type="button" value="Edit Email"/>

## ► Set your delivery options

At your profile page, click the "**My Account**" tab and select "**Community Notifications**" from the dropdown menu. Here, you can set the delivery options for each of your FEIconnect Communities:

- **Real time:** receive e-mails as messages are posted.
- **Daily digest:** receive one e-mail consolidating all of the previous day's posts.
- **No e-mail:** read and reply to posts via the online discussion board.

After you make your selections, be sure to hit "**Save**" at the **bottom** of the page.

## ► Start a discussion

To start a new discussion, go to the desired Community page, click the "**Discussion**" tab and then click the green "**Post Message**" button. To make it easier to post in the future, take a moment to **bookmark this page**.

To include an **attachment** with your message:

1. Click the "**Attach**" button
2. Name your document
3. Browse to find the file
4. Click "**Upload**."
5. Optionally, you can add **tags** to your document to enhance its searchability.

Once your message is sent, your attachment will be **automatically added to the resource library**, giving other members easy future access.

Members 112

50 per page Post New Message

Replies Last Post

participate Help/FAQs

in your colleagues. nt curation,

search

## ►Find the resources you need

Robust search features in the Communities and Resource Libraries allow you to locate posts and documents that contain the information you're looking for. The search feature can be accessed on any page via the **search bar in the global navigation**.

Folders

FEI Leadership Council

Folder Contents

New View

- CFO Quarterly Global Outlook Survey: June 2015
- FEI Colorado Strategic Partner agreements
- FEI Treasurer's Report - May 2015 Leadership Council Meeting
- FEIconnect Core Features
- FERF Issue Alert: The Challenges of Increasingly Complex and Changing Industry Regulations
- How to Complete Your Profile on FEIconnect
- Keynote Speaker Videos: FEI's 2015 Summit Leadership Conference
- See what happened at FEI's 2015 Summit Leadership Conference
- Table Ambassador Tasks
- The Challenges of Increasingly Complex and Changing Industry Regulations
- Video: FEI's 2015 Summit Leadership Conference

## ► Borrow from your peers

If you need to write a job description, develop a new policy or implement a new form, tap into the **Resource Libraries** instead of starting from scratch. If you can't find what you are looking for, **post a message** to the Community **asking your colleagues** if they can **share information** on the topic with you. You can return the favor by **uploading documents of your own**, either directly to the library or by including an attachment in a post. Like what you found? Take a moment to **rate the document** and/or **leave a comment**.

fei CONNECT

Join the conversation at [connect.financialexecutives.org](http://connect.financialexecutives.org)  
or download the app today!

ANDROID APP ON Google play

Available on the App Store

Download from Windows Store



iOS



Windows



Android



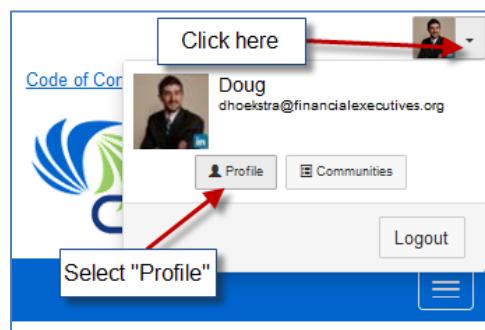
Web

## Download via Apple App Store, Windows Store or Google Play Store

- Search for “feiconnect”
- Download the FEIconnect Member App

### Login using your FEI username and password

If you do not know your login credentials, go to [financialexecutives.org](http://financialexecutives.org) click “Forgot Login” under the Username/Password text boxes to retrieve your information.



Code of Corp

Click here

Doug dhoeckstra@financialexecutives.org

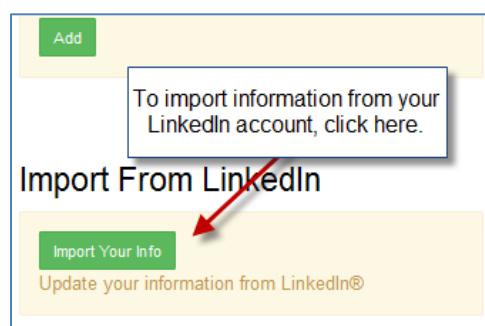
Profile Communities Logout

Select "Profile"

### Update your profile

Currently, you can update your profile on the mobile web version (accessible via all smartphones) or the website. To do so, **login**, click the **arrow** at the **top right** of the page. Then, click the “**Profile button**” in the dropdown menu.

This will redirect you to your profile. Here, you can add information to the various sections (Education, Job History, etc.) by clicking the green “**+ Add**” buttons. You can add your photo by clicking the “**Actions**” button.



Add

To import information from your LinkedIn account, click here.

Import From LinkedIn

Import Your Info

Update your information from LinkedIn®

If you have a **LinkedIn account**, you can **import your information directly from LinkedIn** by clicking the green “**Import Your Info**” button. Once clicked, you will be directed to a screen to **enter your LinkedIn account login credentials**. After entering your credentials, click “**Allow access.**” You will then be directed to a page where you can select which information you want to have exported from your LinkedIn account into your FEIconnect account. After you have made your selections, click the blue “**Save and Continue**” button at the bottom of the page.



FEI

Doug Hoekstra

Click here to access the menu

Discussions

People

Inbox

Announcements

### Access FEIconnect features

To access Discussions, People (member directory/contact list), your Communities and more, click the **three-line symbol** on the top section of your screen. On both the app and mobile web, this will open the **menu** allowing you to access **all of FEIconnect’s features**.