



advocacy | action | answers on aging

## National Association of Area Agencies on Aging

### Instructions for Updating Your n4a Membership Profile

n4a's new website offers you enhanced access to your account information, transactions and benefits. To ensure the highest level of access and protection of your personal data, you must first update your password. Here's how:

#### **Set Your Password (Required)**

1. Go to [www.n4a.org](http://www.n4a.org). The member-login boxes are in the top right corner of the homepage. Click the "Forgot Password?" option just below.
2. Enter the email address n4a has on file for you. Shortly, you will receive an email to that address with a temporary password. Return to the homepage and use your temporary password to log in.
4. This will bring you to the "My Profile" page. Scroll down and create a personalized password for your n4a account. Be sure to hit the "Save Changes" button at the bottom!

#### **Confirm Contact Information (Recommended)**

1. While you are in your profile, review it carefully and make any updates. Save your changes.
2. Take a moment and select "My Organization" from the left-hand navigation to ensure that n4a's data on your agency is correct. Save your changes.

#### **Add Staff to Your n4a Account (Added Value!)**

A major benefit of our new database and website is that n4a members can designate more than twice as many staff contacts! The agency director remains our primary point of contact. The director may appoint an "Affiliate" who can update organizational contact information and pay dues, as well as up to 10 "Representatives" who will receive n4a's newsletters, policy publications and more.

While you are in your agency profile, select "My Associates" tab from the left-hand navigation. Input contact information for designated staff members. Staff may later use the "Forgot Password?" option to customize their own passwords.

*You're all set!* Now explore the new [n4a.org](http://n4a.org) and discover member-only resources like our...

- [Preferred Providers](#) to save your agency money
- [Best practices](#) database to be inspired by your colleagues
- Upcoming [educational conferences](#) and [training](#) resources, and [funding](#) and [job](#) opportunities
- Or get caught up on our [advocacy](#) efforts, recent [publications](#) and [initiatives](#) to support our members' critical work with older adults and caregivers!

Need help? Contact n4a staff [Dallas Jamison](#) and [Rebecca Levine](#) at 202.872.0888