

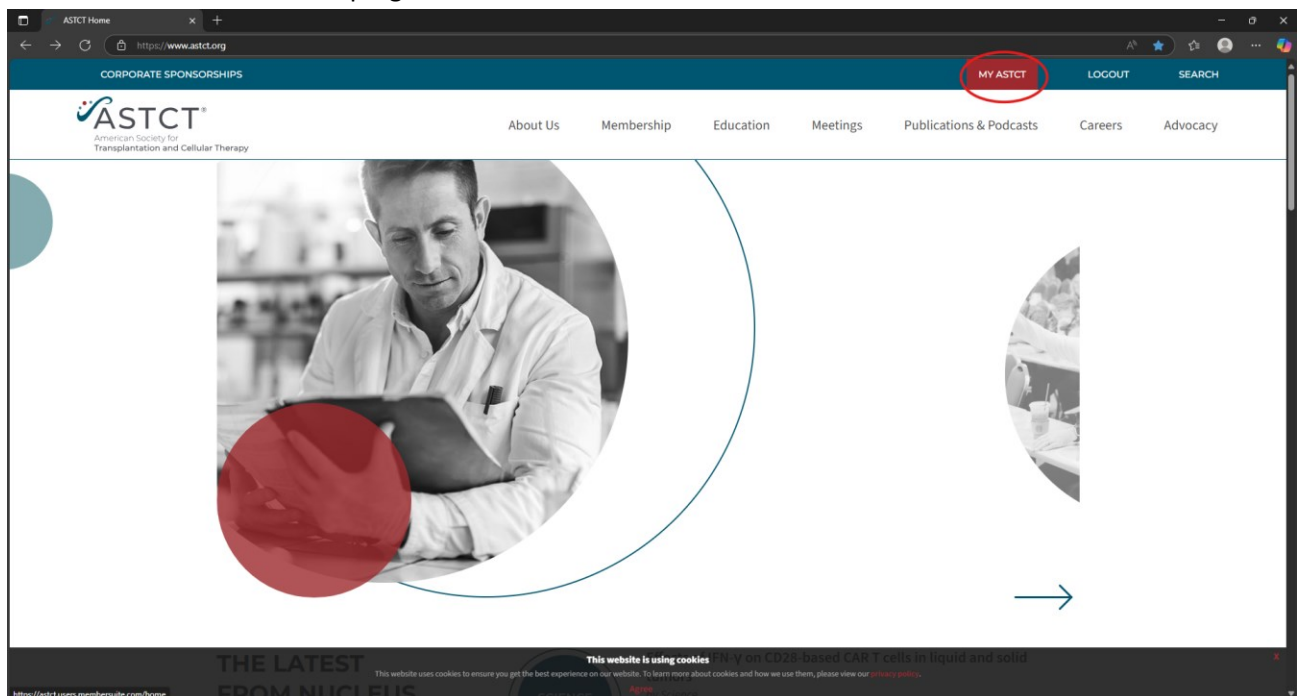
*If you have any further questions or are having issues, please contact ASTCT Inbox, info@astct.org

ASTCT Institutional Affiliate Membership

Administrator Step Up Guide

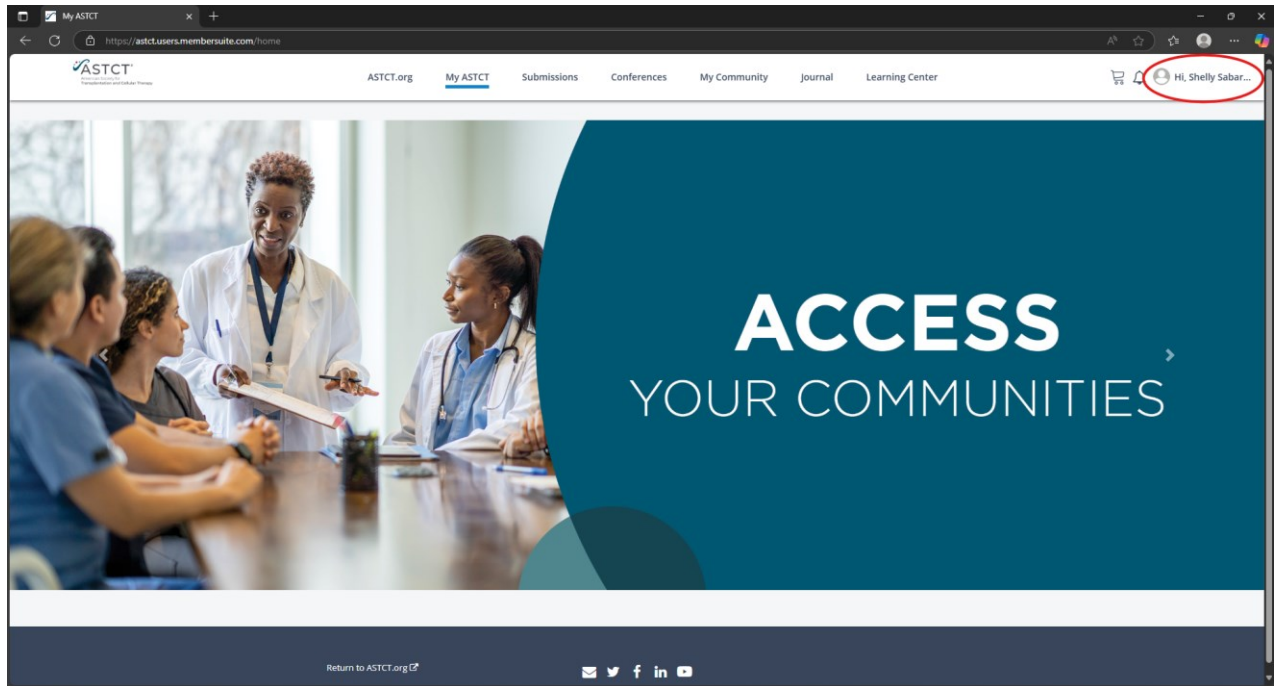
Purpose: This guide was created as a resource for the Administrator on the ASTCT Institutional Membership. The document provides step-by-step instructions for creating and managing your institution's ASTCT Institutional Affiliate Membership. It will help you understand how to navigate the profile, make necessary edits, and pay membership/renewals.

1. Any individuals who will be included in a group institutional membership must create and complete an ASTCT profile.
 - a. Use the following link to create an account: [Member Portal - Sign Up](#)
2. Once all members have created an account, you can log into your ASTCT account here: [Member Portal - Log In](#)
3. Click on 'MY ASTCT' at the top right corner

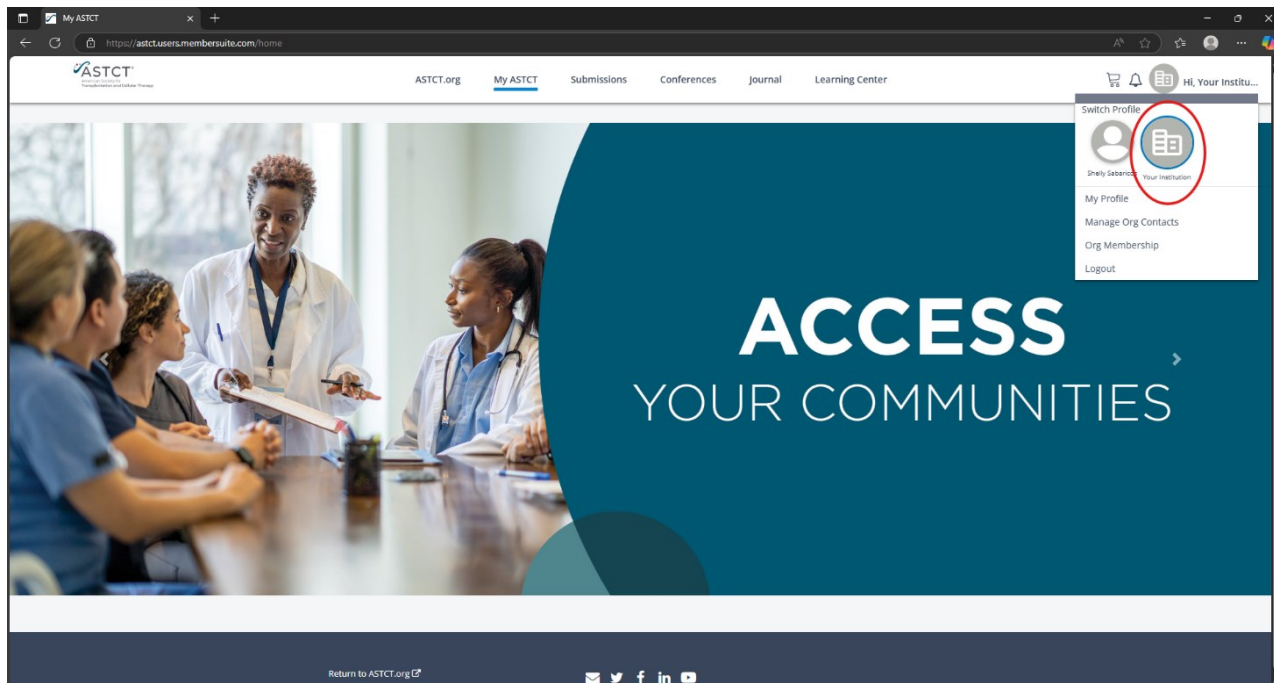


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4. Click on 'Hi, [Your Name]' at the top right corner

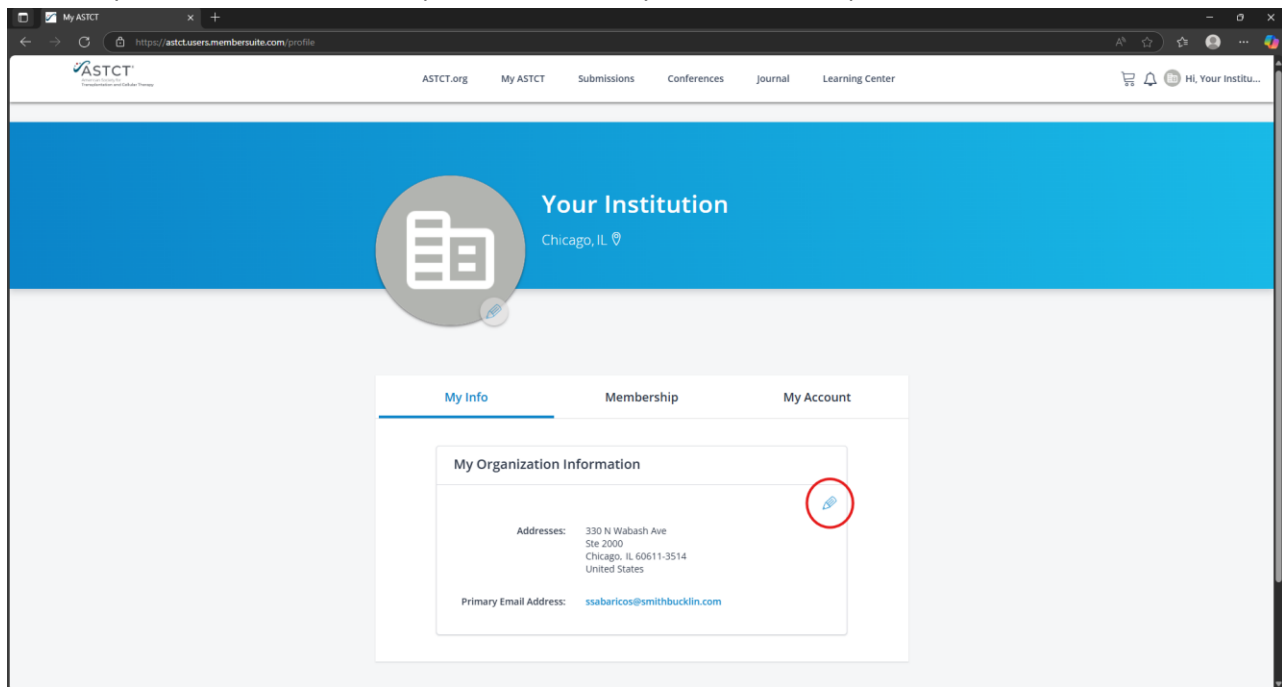


5. You should see a tab open with both your name and your institution's name. Click on your institution to ensure you are accessing the institution profile.

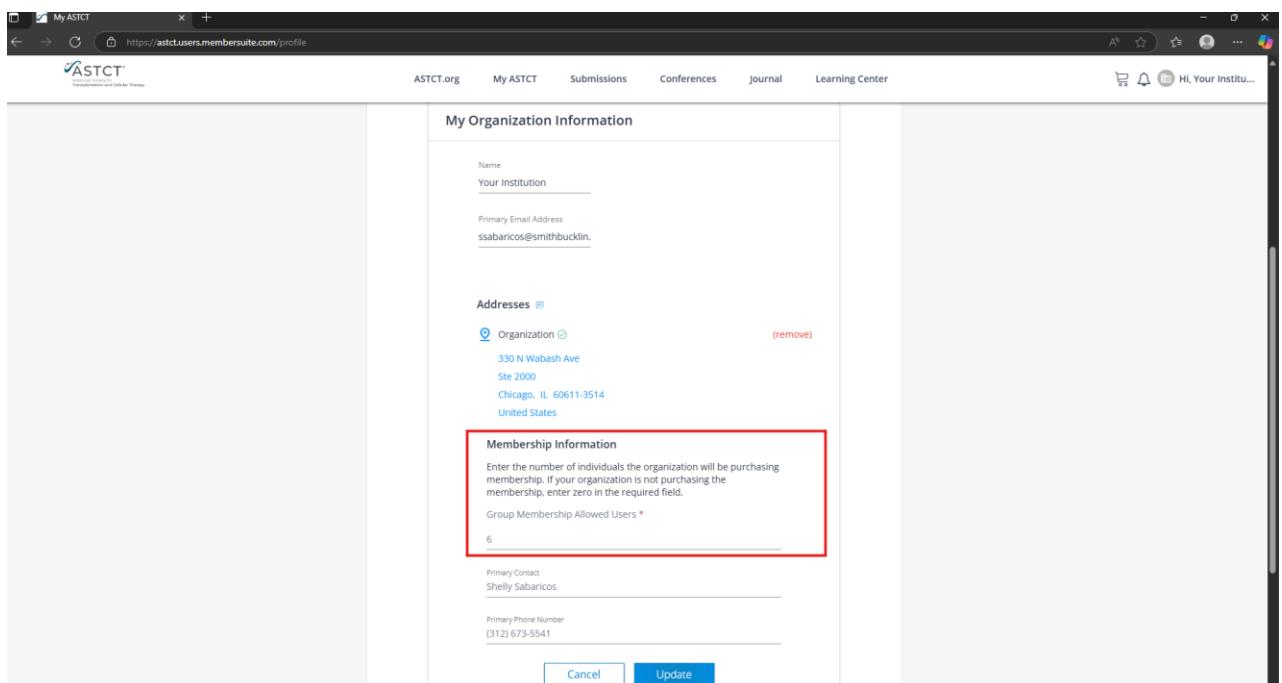


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6. Go to 'My Profile,' and click on the pencil icon to edit your institution's profile.



7. You will need to fill in how many members are going to be in the Institutional Membership.
- This number will let the system know how much to invoice you when paying for the whole membership or future renewals. In future renewals, this number can be edited if any members get added and/or deleted.



My Organization Information

Name
Your Institution

Primary Email Address
ssabaricos@smithbucklin.com

Addresses 

 Organization  (remove)

330 N Wabash Ave
Ste 2000
Chicago, IL 60611-3514
United States

Membership Information
Enter the number of individuals the organization will be purchasing membership. If your organization is not purchasing the membership, enter zero in the required field.

Group Membership Allowed Users *

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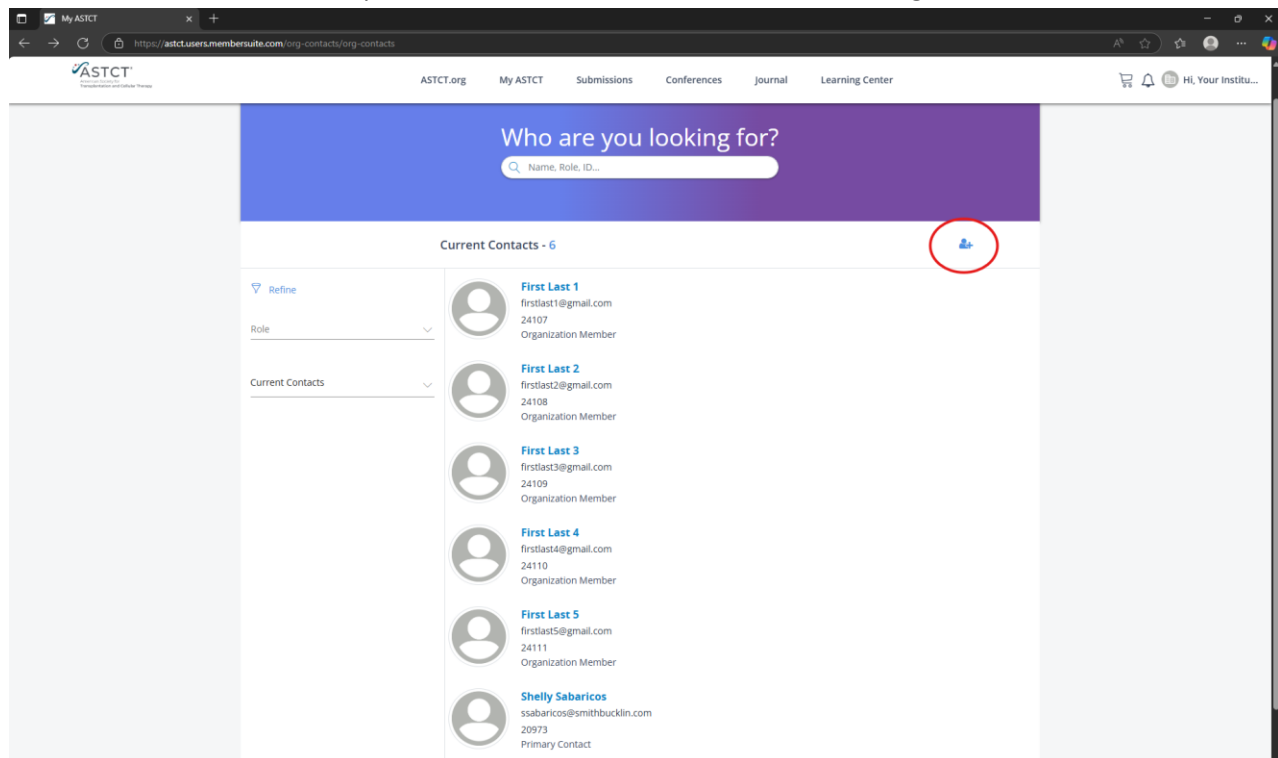
Primary Contact
Shelly Sabaricos

Primary Phone Number
(312) 673-5541

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To add members, go back to 'Hi, [Your Name]' and click 'Manage Org Contacts.'

8. You can add members by clicking on the Add contact icon.
 - a. To remove members, please contact the ASTCT Inbox, info@astct.org



9. If the Primary Contact needs to be reset or updated to another member, please contact the ASTCT inbox, info@astct.org
10. To make a membership payment, go to the 'Hi, [Your Name]' and click on 'org Membership.'
 - a. If you are requesting a membership invoice, please contact the ASTCT Inbox, info@astct.org
 - b. If you are looking to add a member after paying the Institution's membership for the year, please contact the ASTCT Inbox, info@astct.org

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