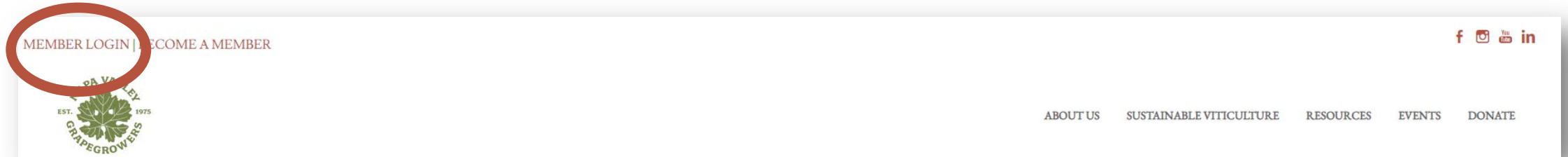# NVG'S MEMBER PORTAL

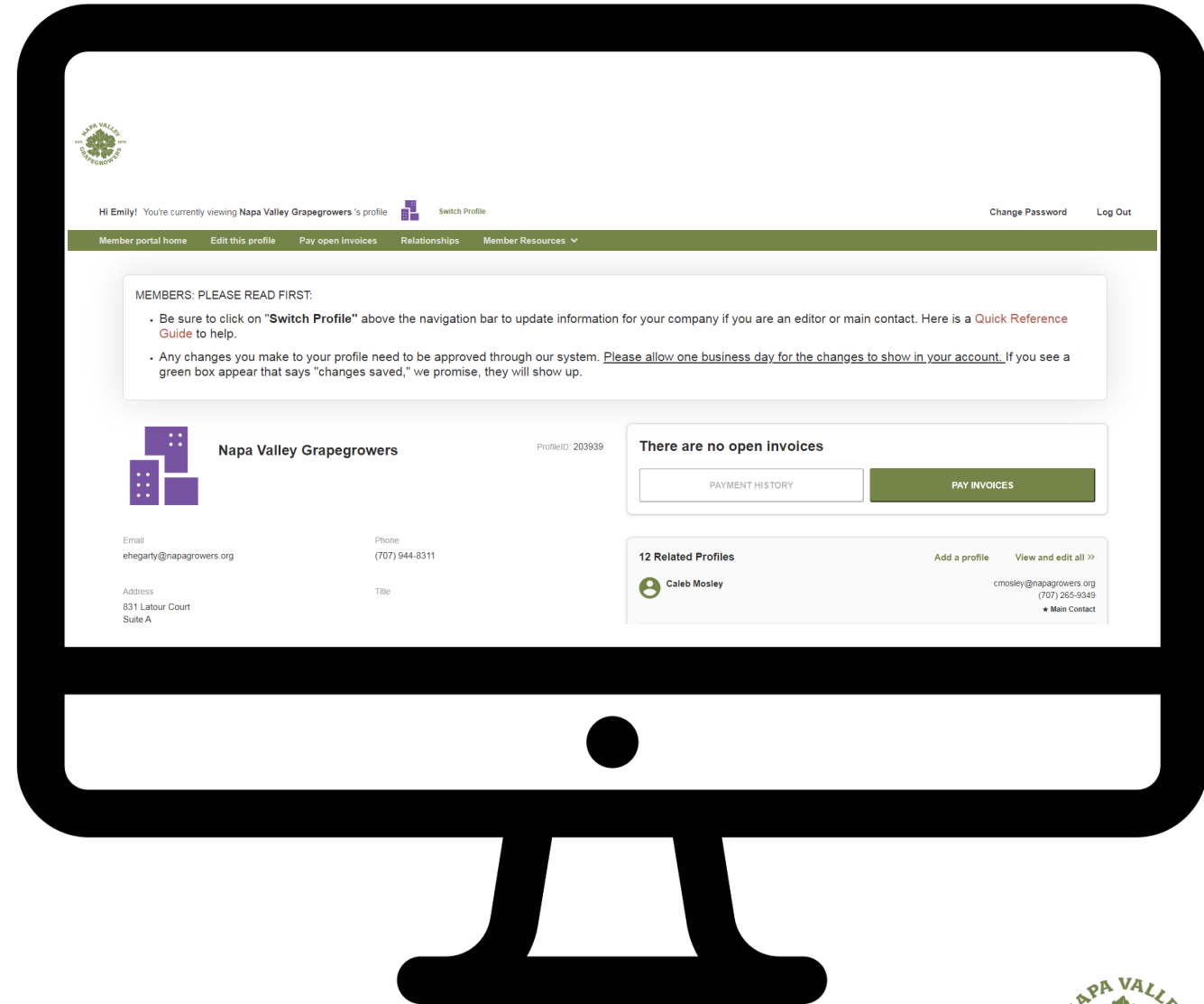A member's step-by-step guide

First things first...Log in

- Go to NapaGrowers.org and click "Member Login" at the top left corner of your desktop.

- You will need to use your username and password to gain access to the Member Portal, or to access members-only content and register for events at the member rate.

- If you ever forget your password, click the 'Forgot your password?' link to receive an email with a password reset link.
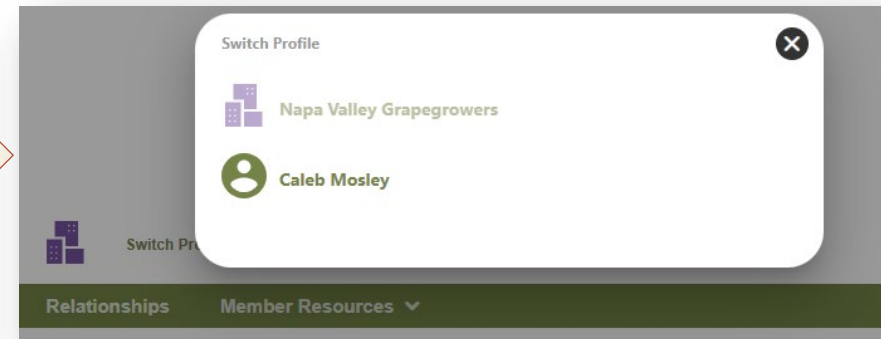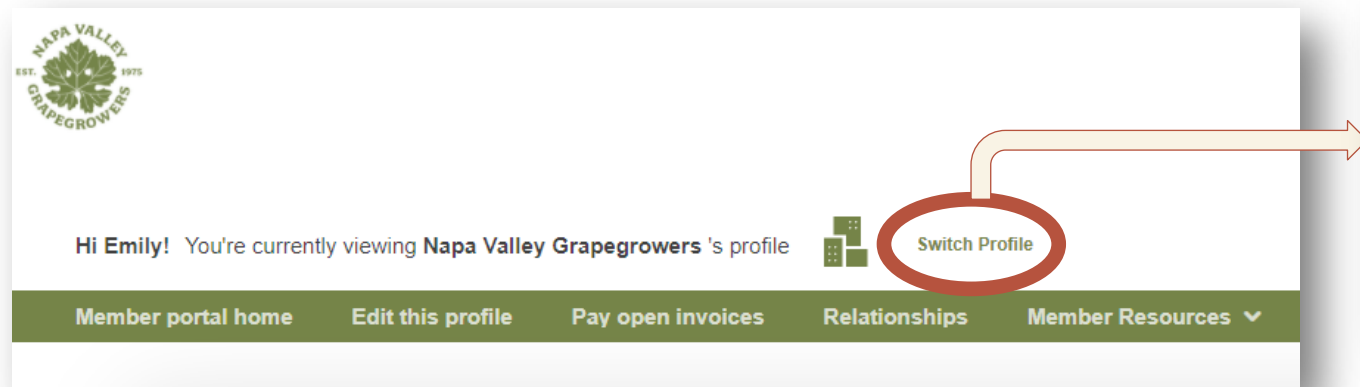
What can I do here?

- Here is where you can take control of your membership!

- There are two possible options to view your Member Portal information:

  1. *If you are an employee of a member company, you can update your personal information.*

  2. *If you are an employee AND the **Main Contact or Editor** of a member company, you can update your personal information AND the company information.*

Switching profiles

- **If you are the Main Contact or an Editor** of your company's membership, you will be able to easily switch the profile you are editing at any time from yourself to the company.

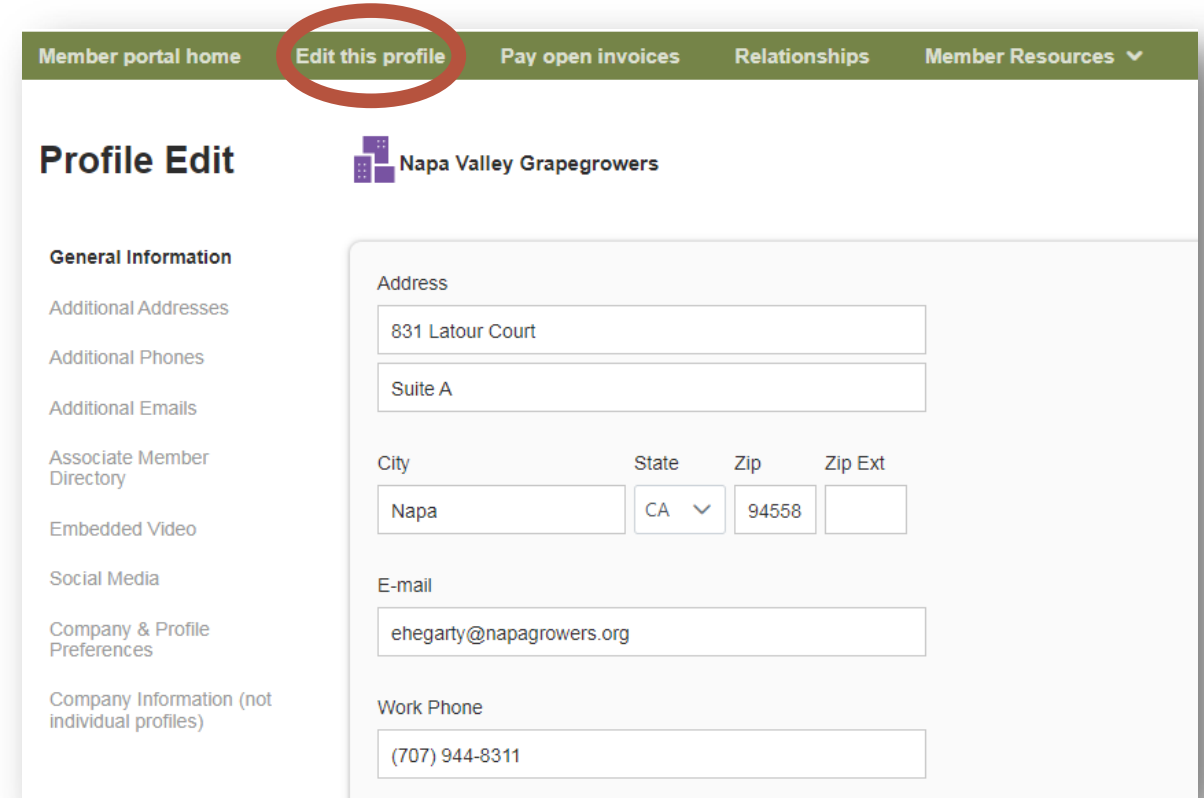- Just be sure to save any edits before you switch to another profile!

Edit your profile

You can edit the following information for <u>yourself</u>:

- Name, address, and other basic contact information

- Company & Profile Preferences: interested programs

Main Contacts & Editors can edit the following information for <u>the company</u>:

- Name, address, and other basic contact information

- Social media accounts

- Associate Member Directory category, descriptions, keywords, and logo

- Company & Profile Preferences: certifications, and farming practices

- Company Information: acreage, varietals, brands, vineyard managers

This page allows you to update much of the information on your profile. If you are the **Main Contact or Editor** for your related company, you can click Switch Profile at any time to edit additional profiles.

Relationships

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing.

- You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or main contacts for organizations.

- **All updates you make are submitted for approval. Make sure to Save.**

View invoices & renewal information

From the Member Portal home page, **Main Contacts and Editors** can view all open invoices for their company profiles as well as renewal information.

You can view Payment History and click to Pay Invoices, [as well as Enable Automatic Recurring Billing even if you don't have an open dues invoice]

1 open invoices

Napa Valley Grapegrowers

$864.00

| PAYMENT HISTORY | PAY INVOICES |

Renewals

Grower Membership Dues
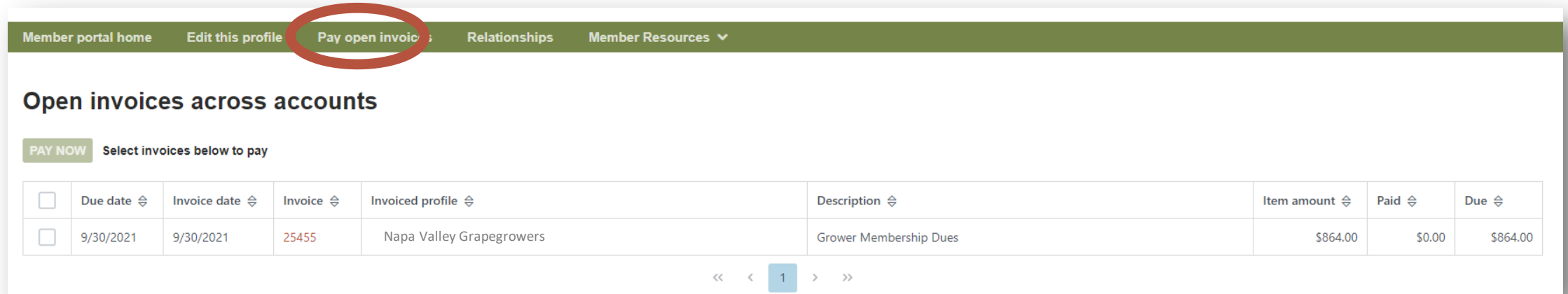**Yearly** (starting on 01/01/2022)

$260

ENABLE AUTOMATIC RECURRING BILLING Enter credit card details to automatically pay your renewal fee each time

Pay an open invoice

■ Click Pay Open Invoices from top navigation menu or the Pay Invoices button on the right side of the home page.

■ **Main Contacts and Editors** will see company invoices, other staff will view only invoices connected to their individual profile.

■ Select any invoices you would like to pay by checking the box in the first column.

■ To print an invoice, click on the Invoice Number link.

Paying invoices

Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information.

Additional resources

You can access members-only content under the Member Resources link in the top navigation menu, including:

- Tutorials on the Member Portal

- Member Feedback Form

- NVG's Content Library

- Napa Winegrape Market

- Event Calendar