

Navigating the AGC Online Portal

Navigate to www.agc-oregon.org and click on the word **Login**. This will log you in as an individual. To make changes to the business profile, you will need to click the **Switch Profile** button and select the appropriate account. You will only have access to this if you are the assigned main contact. If you need help accessing the company profile, contact [Kari Schoonover](#).

Edit this profile Tab

To change the company profile, choose the **Edit this profile** tab. This section will allow you to change addresses, indicate your preferred billing method, and update or confirm the directory listing.

General Information: Please confirm your mailing address and contact information. At the bottom of the form, you'll find the **Preferred Billing Method** field. This will allow you to change how you receive invoices. Choose from email only, print and mail only, or print and email both. *Special handling is listed but should not be selected.*

Directory Listing: Please select up to five work types that describe the kind of work you perform. If you don't see a listing that fits your description, please contact [Kari Schoonover](#) to discuss. Please note that a directory listing is the only way to appear in the online member directory.

Pay open invoices Tab

This area will allow you to view, download, and pay invoices. To view an invoice, simply click on the invoice number. This will open a new tab that displays the invoice. You can print or download in this tab.

To pay the invoice, click the check box and select **PAY NOW** to open a payment screen. Fill in required fields and click the **SUBMIT PAYMENT** button.

Relationships Tab

To change the listed employees, navigate to the **Relationships** tab. This area allows you to edit the employees associated with your company. This system provides for one billing contact, who will receive invoices, and one main contact, who has responsibility for your membership and receives general communications from the chapter.

The **Editor** checkbox allows that individual to make changes to any section of the company profile and should be limited to billing and main contacts.



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The **Receives Communication** check box ensures that those listed with an email address will receive communications such as invoices, registration confirmations, etc.

Clicking on the **ACTIONS** button for each person will allow you to edit their individual profile, and you can make changes such as correcting spelling, updating contact info, and listing them as former employees. To add a new employee, click the **ADD A PROFILE** button located in the top right corner of the screen.

Please note: any changes made to your profile will be submitted for review and will not take effect immediately. Any changes to a profile will prompt an email from MemberClicks stating that the changes are under review. Your changes should be confirmed within 3–5 business days.



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