

PPAI Member Portal

Member Account Setup Guide – Non Admin

Forgot My Password



Don't have an account?

Sign Up

Sign In

Email @ppai.org

Password



Sign In

Forgot Password?

To reset your password, select the Forget Password option.



Forgot Password

Please enter the email address that you used to register, and we will send you a link to reset your password via Email.

Email

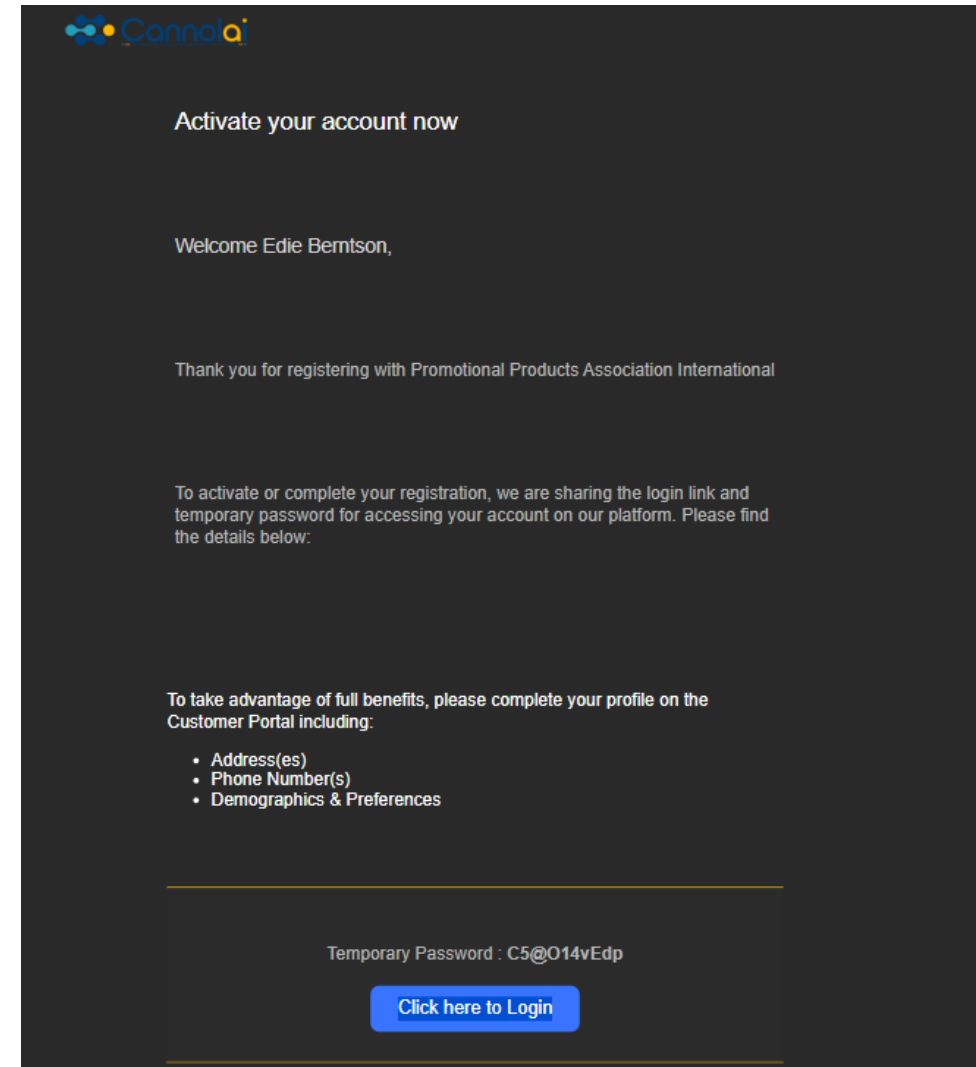
Send Email

← Back to [Sign In](#)

You will be prompted to enter your email address associated with your PPAI Member Portal account, which will prompt a reset password email.

Account Created & To Reset Your Password

- You will receive an email with a temporary password
- This email is generated automatically when the creation is initiated by you or an admin at your organization.



To Register Your Account

<https://members.ppai.org/login>



Select the Sign In option to complete the registration process.

You will be prompted to change your password immediately

Don't have an account?

Sign Up

A screenshot of the "Sign In" form on the PPAI website, enclosed in a red rounded rectangle. The form has a title "Sign In" at the top. Below it are two input fields: "Email" and "Password". The "Email" field has an orange exclamation mark icon on the right. The "Password" field has an orange exclamation mark icon and a toggle icon on the right. Below the "Password" field is an orange error message "Password is required". At the bottom of the form is a blue "Sign In" button and a link "Forgot Password?".

Sign In

Email

Password

Password is required

Sign In

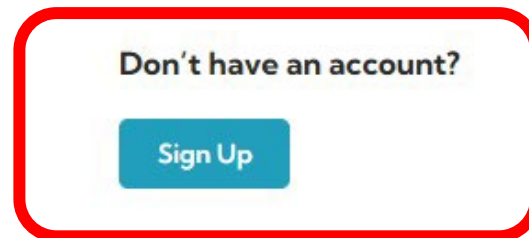
Forgot Password?

Create Your Account

<https://members.ppai.org/login>



Select the Sign-Up button to start the process of registering.



Sign In

Email 

Password  

Password is required



[Forgot Password?](#)

To Sign Up

Email: Must be a business email address.

First Name: Enter your first name

Last Name: Enter your last name

Organization Name: Enter the name of the organization you work for

Domain: Enter the email domain associated with the organization

Do not create a company record — only check this box if you are certain a company account already exists.

Once all sections are filled in, hit the **Create Account** button!



Have an account?

Sign In

Sign Up

System Information

Email

First Name

Last Name

Organization Name

Domain

☐ Do Not Create a Company Record

Create Account

Does your organization exist?

If your organizations email domain already exists in our system, it will automatically populate in that field.



Have an account?

Sign In

Sign Up

System Information

Email

rosters@ppai.org



First Name

Jane



Last Name

Smith



Organization Name

PPAI



Domain

ppai.org

☐

Do Not Create a Company Record

Reset My Password

When an account is created by you or by your admin, you will be required to Reset your password when you log in for the first time.



Reset My Password



Submit

About Me - demographics

You can add your demographics and interests here

My Interest and Demographics

Contact

Date of Birth	1/1/1999	  
What gender do you identify with	Woman	  
Years of Volunteer or Community Experience	4-5 years	  
Association Memberships	PPAF, BMPA	 
International Identifier	No	  
PIN	754058	
Designation		
Potential Community Interests	Select	 
Volunteer and Community Involvement	Select	 

What it looks like when demographics are added

About Me  **Edit**

Date of Birth :	01/01-1999
What gender do you identify with :	Woman
Years of Volunteer or Community Experience :	4-5 years
Association Memberships :	PPAF,BMPA
International Identifier :	No
PIN :	754058

My Memberships

My Memberships

Inherited Memberships

Membership ID	Membership	Start Date	Expiration Date	Inherited Memberships
100-000-018	Business – Professional Diamond	10/03/1903	02/04/2040	Flow Down to All Contac...

My Memberships is the membership associated with your affiliated company.

Addresses

Primary Address is the address associated with you, if different from the HQ address

Add Address:

- Add the full address information
- Select the Address Type associated with the address details provided
- Check all boxes that apply to those address details
- You can add additional addresses, as needed

My Contact Information

Addresses

Company Address | Edit

Primary | Other

Address	Address Type
158 Main Street Patchogue, New York, United States 11772	Home Address Primary

Add Address

Street Address *

Suite/Floor *

State *

Zip *

City *

Country *

Alabama

United States

Address Type *

☒ Is Primary ☐ Is Billing ☐ Is Public

Cancel

Save & Add Another

Save & Close

Addresses - continued

Other Addresses:

- Capture all addresses associated with HQ, Billing, etc.
- When your organization account is set-up, you can connect the HQ address or addresses to your personal account
- Once you select the HQ Address, you will see that the address is linked to the company's address

My Contact Information

Addresses

Company Address Edit

Primary | **Other**

Address	Address Type
3125 Skyway Circle North Irving, Texas, United States 75038	HQ Address Billing Public

Populate Company Address 1

1 address found from "".

☐ Address

☒

3125 Skyway Circle North, Irving, Texas, United States, 75038

Address Type *

HQ Address

☒ Is Primary ☒ Is Billing ☐ Is Public

Cancel

Save & Close

3125 Skyway Circle North
Irving, Texas, United States 75038

HQ Address



Coming Soon – Be on the look out in 2027!

My Events

In Person | Virtual

Event Name & Reg. ID	Start Date & Time	End Date & Time	Status	Action
No Records found.				

My Events: will be where you can register for upcoming events and you can see all the events you have attended.

My Groups

There are no groups added yet.

My Groups: will show case committees, interest groups, etc.

Speaker Information

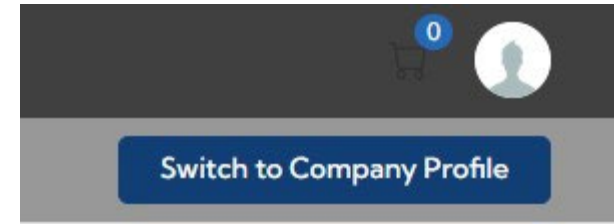
There is no speaker information added yet.

Speaker Information: This is your moment to shine. Drop your biggest wins, your proudest accomplishments, the projects you'd frame and hang on the wall. Tell us what makes you different from everyone else in the room. This is your stage. Boast a little.

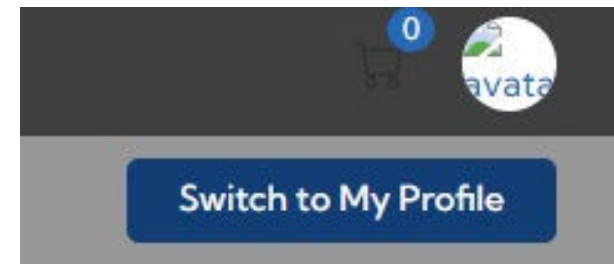
What you will find on the company profile

How to switch to the Company Profile

Top right corner of your profile, you will see a button that says “Switch to Company Profile”. When selected, it will bring you directly to your affiliated companies profile.



When you want to switch back to your personal profile, simply select the “Switch to My Profile” button.



Company Profile Dashboard

Here you will see what type of membership your organization has.

Here you will see the demographics and the PPAI ID related to the organization.

Here you will find information about your organization – website, organization type, domain, etc.

Connected Companies is where you'll find a record's affiliated organizations, if any exist.

Membership Information ^

There are no memberships added yet.

Demographics Edit ^

Number of Employees	International Company
51-100	No

Organization Information ^

Organization Name	Organization Type	Flag	Email Domain
PPAI	Business Services		ppai.org
Company Website			
-			

Connected Companies ^

Organization ↑	Level	Status
No Records found.		

Email Notifications

You have been invited to join a members portal

Follow the instructions on the invitation email. Once you are redirected to the Portal, you will be prompted to change your password immediately.

Welcome, We are sharing the login link and temporary password for accessing your account on our platform.

To take advantage of full benefits, please complete your profile on the Customer Portal including:

- Address(es)
- Phone Number(s)
- Demographics & Preferences

Please find the details below:

Temporary Password : **UserPassword**

[Click here to Login](#)

For security reasons, we recommend that you log in as soon as possible and update your password. If you encounter any issues or have any questions, Please don't hesitate to contact us at [CompanyPrimaryContactNumber](#)

Login Link [UserCreatedLink](#)

What happens when you request to join an existing organization?

When you submit a request to affiliate with an organization, you will receive this email confirming the request.

When your submitted request is approved by the admin, you will receive an email confirming your connection to the organization.

If your request is denied, you will receive an email notification and requesting you to reach out to your associations administrator on the denial.

Hi ContactName,

We received your request to link your account to CompanyName. This request is currently pending review.

You will receive a follow-up email once a decision has been made.

Hi ContactName,

Your request to link your account to CompanyName has been approved. Your profile has been updated accordingly.

Hi ContactName,

Your request to link your account to CompanyName was not approved at this time. Please contact your association administrator if you believe this was made in error.

Q & A