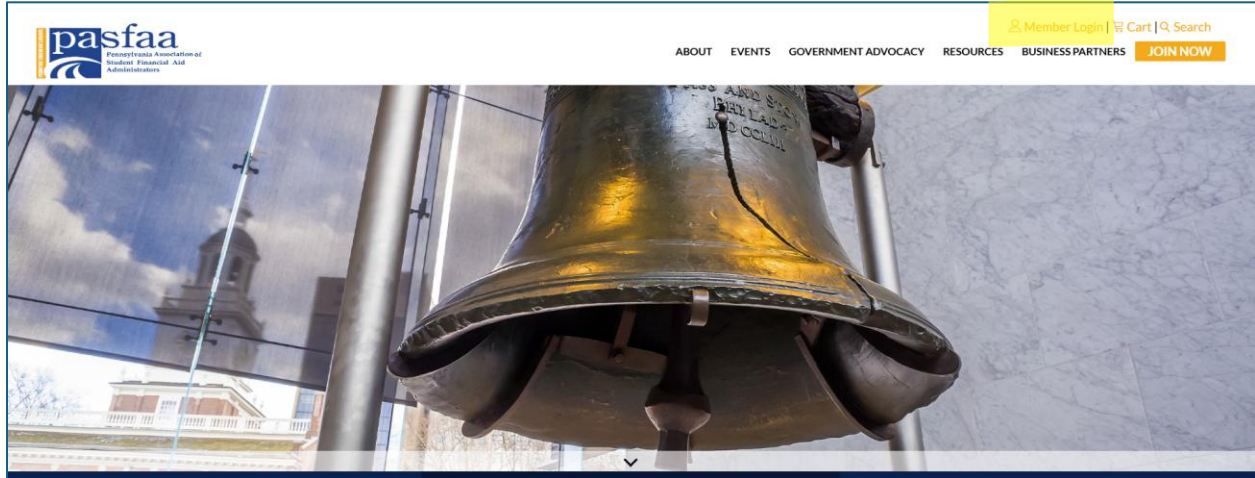
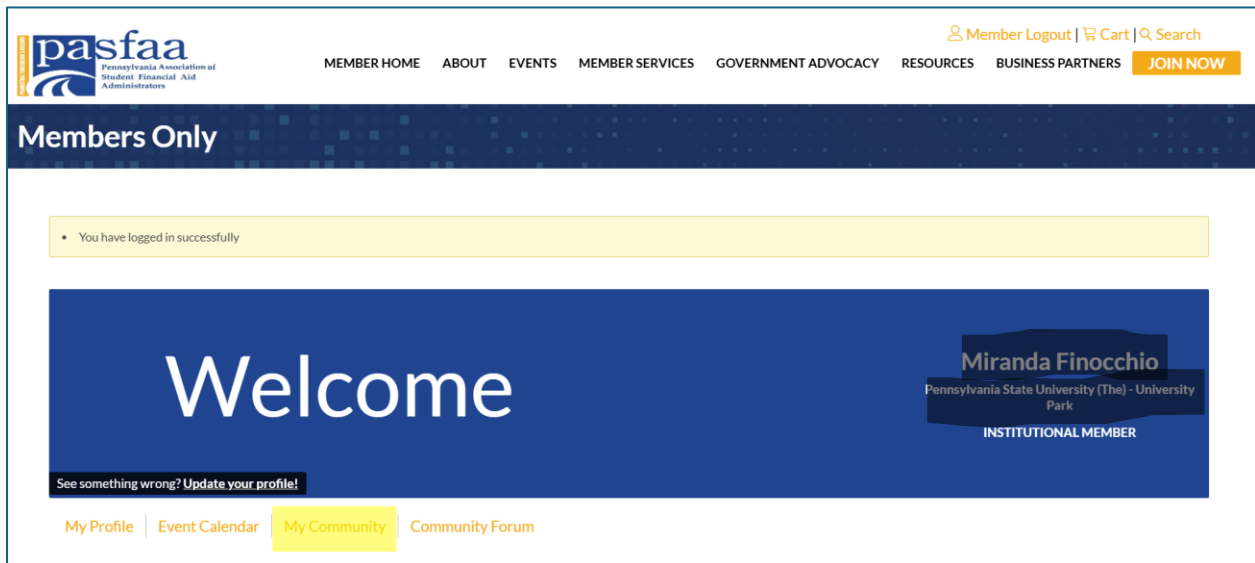


Instructions for Key Contacts at Institutional Membership Institutions

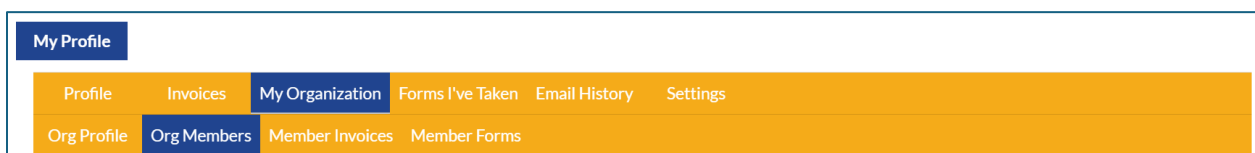
1. Log into <https://www.pasfaa.org/>:



2. Under “Member Home”, click on “My Community”:



3. Click on “My Organization” and then “Org Members”:



4. You can link (top left of screen shot below) or unlink (bottom right of screen shot below):

CREATE LINKED PROFILE	Contact Name ↑	Is Key Contact	
	Carissa Frazier	<input type="checkbox"/>	
	Christina M Visinho	<input type="checkbox"/>	VIEW UNLINK

5. To “Create a Linked Profile”, the username should be the person’s email address on your staff. Complete the rest of the screen with first name, last name, and email. Then click “Save”:

Create Profiles

Username

Full Name

Email

[CANCEL](#) [SAVE](#) [SAVE AND ADD ANOTHER](#)