

# A Guide to the Members-Only Area



[ADVOCACY](#) [PROFESSIONAL DEVELOPMENT](#) [MEMBER RESOURCES](#) [ABOUT](#) [JOBS](#) [SOLUTIONS DIRECTORY](#) [FOUNDATION](#)

Hi [blurred] You're currently viewing your personal profile

[Change Password](#)

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[Member portal home](#)

[Edit this profile](#)

[Pay open invoices](#)

[Relationships](#)

**Members Only** ▾

[Board and Committees](#)  
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Welcome to the new MnCUN Members Only Portal. From here, you'll be able to manage your username/password, update your contact information and preferences, and pay invoices. Please note, when you make changes to your profile, they are submitted for approval by MnCUN.

Thank you so much for being a valued member of the Minnesota Credit Union Network!



Email

[blurred]

Phone

(651) 200-5470

Address

[blurred]

Title

[blurred]

**0 open invoices**

[PAYMENT HISTORY](#)

[PAY INVOICES](#)

**1 Related Profiles**

[Add a profile](#)

[View and edit all >>](#)



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# Membership has its privileges

- Our website offers many self-service and exclusive benefits that only members can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive!

# What can I do here?

- Update your contact information (plus organization information if you're the main contact or an editor).
- Pay invoices for any related profiles.
- Access members only content
- Upload media (company logo, staff pictures)
- Change your password

The screenshot shows the 'Members Only' portal interface. At the top, there is a navigation bar with links for ADVOCACY, PROFESSIONAL DEVELOPMENT, MEMBER RESOURCES, ABOUT, JOBS, SOLUTIONS DIRECTORY, and FOUNDATION. Below this, a dark blue header contains the user's name and 'You're currently viewing your personal profile', along with links for 'Change Password' and 'Log Out'. A secondary navigation bar includes 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Members Only' (with a dropdown menu showing 'Board and Committees' and 'Publications'). The main content area features a welcome message: 'Welcome to the new MnCUN Members Only Portal. From here, you'll be able to manage your username/password, update your contact information and preferences, and pay invoices. Please note, when you make changes to your profile, they are submitted for approval by MnCUN. Thank you so much for being a valued member of the Minnesota Credit Union Network!'. Below the message is a profile section with a circular profile picture placeholder and fields for 'Email', 'Phone', 'Address', and 'Title'. To the right, there is a '0 open Invoices' section with 'PAYMENT HISTORY' and 'PAY INVOICES' buttons. At the bottom right, a '1 Related Profiles' section includes an 'Add a profile' link and a 'View and edit all >>' link.

# Log In To Take Control of Your Membership

- You will need to use your username and password to gain access to our private Members Only Area, or to receive special discounts on event registrations.
- If you ever forget your password, click the 'Forgot your password?' link to receive an email with a password reset link

Login

**Username**

**Password**

Remember My Login

Login

[Forgot your password?](#)

# Switch Profiles

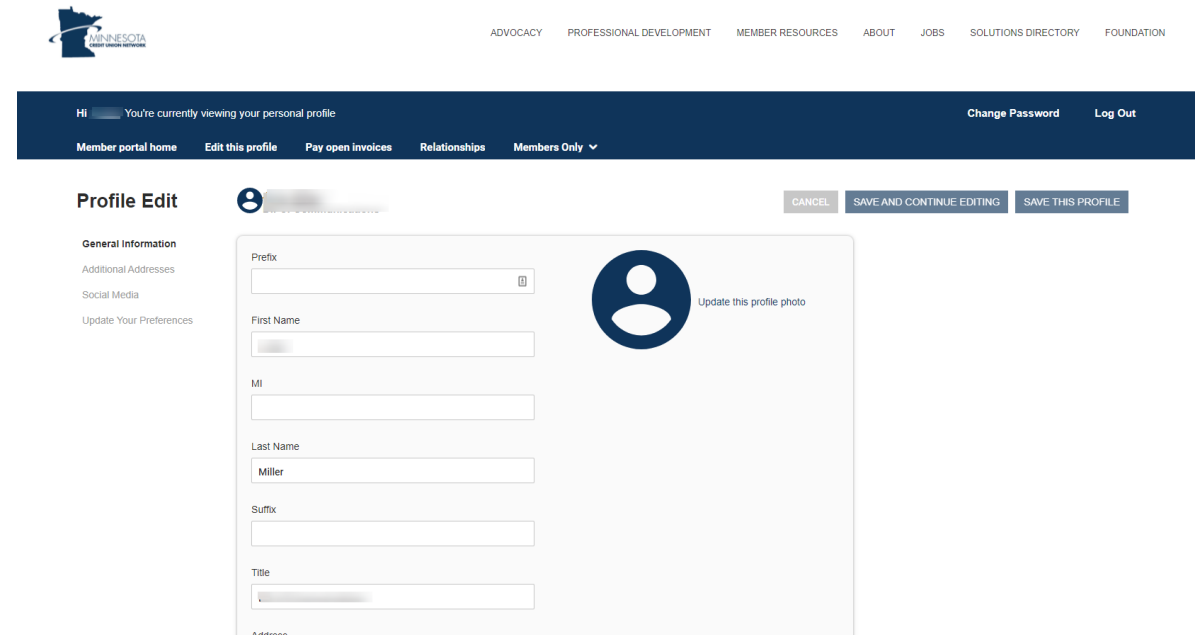
- If you are the main contact or an Editor of related organization profiles, you will be able to easily switch the profile you are editing at any time!

Make sure to save any edits before you switch to another profile!

The screenshot displays a user interface for a member portal. A modal window titled "Switch Profile" is open, showing two profile options: "Gloria Gaynor" (with a person icon) and "Freddy's Frozen Custard" (with a logo). Below the modal, a "Log Out" button is visible. The background shows a user profile for "Gloria" with a greeting "Hi Gloria! You're currently viewing your personal" and a navigation bar with options: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Resources".

# Editing Profiles

- You can edit your own profile or if you are marked as Main Contact or Editor, you can edit your credit union's profile.
- If you have the right permissions, you can also edit the profiles related to your organization.
- Once you make changes, they are submitted for approval by MnCUN.
- To update or change your credit union's main contact please email [support@mncun.org](mailto:support@mncun.org)



The screenshot shows the 'Profile Edit' interface for the Minnesota Credit Union Network. At the top, there is a navigation bar with the MnCUN logo and links for ADVOCACY, PROFESSIONAL DEVELOPMENT, MEMBER RESOURCES, ABOUT, JOBS, SOLUTIONS DIRECTORY, and FOUNDATION. Below this is a dark blue header with the text 'Hi [blurred] You're currently viewing your personal profile' and buttons for 'Change Password' and 'Log Out'. A secondary navigation bar contains links for 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Members Only'. The main content area is titled 'Profile Edit' and includes a user profile picture placeholder with the text 'Update this profile photo'. On the left, there is a sidebar menu with options: 'General Information', 'Additional Addresses', 'Social Media', and 'Update Your Preferences'. The main form contains several input fields: 'Prefix', 'First Name', 'MI', 'Last Name' (with 'Miller' entered), 'Suffix', and 'Title'. At the bottom right of the form, there are three buttons: 'CANCEL', 'SAVE AND CONTINUE EDITING', and 'SAVE THIS PROFILE'.

# Edit This Profile Feature

- Name, address, and other basic contact information
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts
- Communications preferences, newsletter subscriptions and Chapter notices

The screenshot shows the 'Profile Edit' interface. At the top, there is a navigation bar with the Minnesota Credit Union Network logo and links for ADVOCACY, PROFESSIONAL DEVELOPMENT, MEMBER RESOURCES, ABOUT, JOBS, SOLUTIONS DIRECTORY, and FOUNDATION. Below this is a dark blue header with the text 'Hi [blurred] You're currently viewing your personal profile' and buttons for 'Change Password' and 'Log Out'. A secondary navigation bar contains links for 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Members Only'. The main content area is titled 'Profile Edit' and includes a user profile picture placeholder with the text 'Update this profile photo'. To the left of the form are links for 'General Information', 'Additional Addresses', 'Social Media', and 'Update Your Preferences'. The form fields include: Prefix, First Name, MI, Last Name (with 'Miller' entered), Suffix, and Title. At the bottom of the form, there are buttons for 'CANCEL', 'SAVE AND CONTINUE EDITING', and 'SAVE THIS PROFILE'.



# 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.

# Log In To Take Control of Your Membership

Login

**Username**

**Password**

Remember My Login

Login

[Forgot your password?](#)

- You will need to use your username and password to gain access to our private Members Only Area, or to receive special discounts on event registrations.
- If you ever forget your password, click the ‘Forgot your password?’ link to receive an email with a password reset link

# Paying Invoices

**Payment details** \$450

Name On Card

Card Num

Security Code  Month  Year

Address

City  State  Zip / Postal Code

Country

- 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

# Upload media

- You can upload logos and pictures directly to your account, as well as images and videos for your directory listing, if you have an enhanced membership level.
- Click the '+ Add new' button to add new content!

Upload Media

[+ Add new](#)

# Accessing Members Only Information



[ADVOCACY](#) [PROFESSIONAL DEVELOPMENT](#) [MEMBER RESOURCES](#) [ABOUT](#) [JOBS](#) [SOLUTIONS DIRECTORY](#) [FOUNDATION](#)

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[Board and Committees](#)  
[Publications](#)

- To access committee files and content that is restricted to members, hover over the Members Only dropdown and select “Board and Committees” and “Publications”



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