User Account and Membership Discount Information

*User accounts are connected to individual’s records.* If you have an organizational membership, there is NOT one user account for the entire organization, instead each staff/board member is welcome to create their own individual user account using their own email address. Please note that the same email address cannot be used for more than one person when creating an individual user account (for instance, two staff members both using the organization’s general info@ email address), this will lead to complications within the system.

How to access our *Members Only Area* (for member benefit discounts)


2. At the top right corner of the NAO homepage, you will find a login button, click this.

3. **Log in with your username or email address and password.** If you have forgotten your password, you can click on “Request New Password”. **If you had a user account in the past but forgot your username and email address, email membership@nonprofitoregon.org to request this information. Please do NOT create a new (duplicate) account.**

   – or – **Create an Individual User Account.** Absolutely sure you don’t have a past user account? Great! Create a new individual user account by clicking on the “Create new account” tab. Fill out and submit the form, then email membership@nonprofitoregon.org with your first and last name and organization name to activate your member benefits.
4. **Accessing the Members Only Area for discount codes.** Once you have an individual user account that you are logged into and your member benefits have been activated, you can access NAO member benefits by clicking the “Members Only Area” link on the left sidebar of the NAO website. If you are logged in but are denied access to the Members Only Area, then you will need to activate your member benefits by emailing membership@nonprofitoregon.org with your first and last name and organization name. Your membership will be verified and your member benefits activated as soon as possible.

**Accessing your member discount for training events**

**Be sure you are logged into your individual user account before registering for an NAO event.** If your member benefits have been activated, your member discount will automatically apply when you register for an event on our website (unless otherwise indicated to locate the discount code in our Members Only Area). If you are logged in but your member discount is not being applied, then you will need to activate your member benefits by emailing membership@nonprofitoregon.org with your first and last name. Your membership will be verified and your member benefits activated as soon as possible.
Changing your username, password, email, and editing your contact information

1. **Log in to your user account and then click on the “Edit” tab.** Here you can change your username, the email address connected to your account, and/or your password. **Be sure to click “Save” at the bottom before leaving the page.**

2. **To edit your contact information,** click on “Your Information” located under the “Edit” tab. **Be sure to click “Save” at the bottom before leaving the page.**

For any additional questions, please email membership@nonprofitoregon.org or call 503-239-4001 ext. 127.