

# Membership Profile Info Sheet

When you first open the [Member Compass](#), there are a few areas to look for, depending on your level of access.

## Profile Tab

**Inform**  
— USA —

About Membership Resou

**Member Compass™**

Dashboard

Pay Balance

Account History

My Events

Continuing Education

My Orders

Profile

Login & Password

Payment

Company

People

Have you updated your member profile info lately? Take a look to make sure all correct.

### Welcome to your Member Compass™

This is an area tailored to your membership and member engagement. You can [View, Print & Pay Invoices](#), [Update Your Profile](#), [Manage Events](#), and more via the menu options on the left hand side of this screen.

If you are an existing member attempting to log in for the first time, please use the e-mail address associated with your Inform USA membership and review/update your membership profile.

**Training Manuals:** As a Platinum member, you can access the latest edition of the Training manual and Certification Study Guides using the button below.

The Profile tab is the first place to start. This is your personal profile. Scroll down the page and make sure that your contact information is accurate. Key fields to update are:

- Job Title
- Credentials

- Headshot/photo
- Professional Bio
- Personal contact (This info isn't shared but helps us contact you if you leave your organization. This is especially important if you hold an Inform USA Certification!)
- Education

If you are a primary or billing contact for Inform USA, or have Management Access, you'll also see the Company and People Tabs. If you are completing an application for a grant but do not have this level of access, please contact the person within your organization who does and have them update the information.

## Company Tab

The company tab is your organization's profile. Please ensure all fields under each section are completed:

- Organization Information
- Software
- Disaster Planning
- Upload a company logo or image.

## People Tab

The People tab is where you manage your staff accounts with Inform USA. **This is a key piece to maximizing your membership benefits!** All I&R staff should be listed under your company to ensure they can access Inform USA member benefits.

Please review the people listed and remove any who no longer work for you, and add any who may be missing.

**Tip:** Add a task on your calendar to check this list every 6 months to a year!