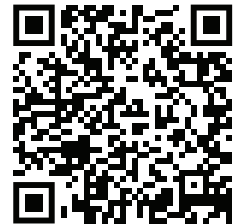




## HOW TO USE THE MEMBER PORTAL

The CPIA leadership recently announced the launch of the members-only portal on thecpia.com. As we grow the association and expand our offerings, it is important to give members the resources they need to take full advantage of CPIA membership. Read on to learn how to access the portal and use its features. We welcome your suggestions for making this section of the website an even more valuable benefit over the coming years.

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### How to Access the Portal

Members-only content is visible when a current member is logged into the association website, thecpia.com.

- 1) To create your unique login, scan the QR code (*right*), or type the following URL into your browser:  
thecpia.com/login/?action=forgot\_password
- 2) Enter the email address associated with your membership, and you will be sent an email explaining the process for setting up your personal website password.
- 3) Once logged into thecpia.com, roll over the tab, "Member Content," at the top to see a dropdown menu of content for members.

### What You'll Find in the Portal

The main components of the portal are Member Resources, My Profile and My Activity. Member Resources include current and archived digital editions of *Commercial Painting* magazine, gated information for established peer and leadership groups, a directory of all CPIA members, recordings of The Vault (all-member online meetings to share knowledge) and an archive of the association's educational webinars.

- 4) As with many social media pages, you can customize your Member Profile page with a background image and your headshot to help members get to know you better. This page keeps track of your activity in the portal, your membership status, notifications, messages, social posts, friends with whom you've chosen to connect, your CPIA group(s) and your preferred settings.

Click "My Activity" in the dropdown menu to post comments to members and see a feed of recent association activity.

Email Nichole Altieri, naltieri@thecpia.com, for assistance.

Request a Password Reset

Enter Your Username or Email Address

Request Password Reset

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Member Resources >

My Profile

My Activity

Commercial Painting Magazine

Groups

Member Directory

The Vault

Webinar Archives

3

Update Background Image

John Doe

Update Headshot

Activity Profile Membership Notifications 0 Messages 0 Posts Friends

Groups 0 Settings

View Change Profile Photo Change Cover Image

MEMBER PROFILE

Name

4