



Using PAA Online

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Create an Account

To use PAA Online, you must have an account. To set up a new account, go to the [New Visitor Registration form](#) and fill out the required fields. (You do not have to be an active member.)

If your email address is already in our system, you will need to reset your password to access the system. If you no longer have access to the email address associated with your account, please contact info@popassoc.org to update your account with your current email address



Update Your Profile Information

1. [Log In to PAA Online](#)
2. Click the **MY INFORMATION** button on the left. (Please note, this only appears *after* you have logged in.)
3. This will bring you to the MY INFORMATION page. On this page, you can:
 - a. Change your contact and profile information,
 - b. Add or change your photo,
 - c. Add or change your social media information and,
 - d. Change your password.

How to Change Your Contact and Demographic Information

1. On the MY INFORMATION page, click on Edit/View Information. This will bring you to the 'Edit My Information' page.
2. On the 'Edit My Information' page, you can:
 - a. **Decide if you want to be included in the Membership Directory.** Click the box next to 'Do Not Publish Info Online' if you would prefer that your info not be available to other PAA members.
 - b. **Update your name, title, organization, and contact information.** Simply make changes by placing your cursor in the box and type in your desired changes.
 - c. **You can designate which address, phone, fax, and email address will be designated as primary.** Simply click the 'Primary' box next to the information you wanted listed as primary. This will be the information that PAA will use to contact you.
 - d. **Update Your Email Preferences:** Select if you wish to receive PAA Action Alerts (emails from the Government and Public Affairs Committee) and if you only want to receive PAA Emails. If you select 'PAA Email Only' your contact information will not be included on mailing lists purchased by related third parties.
 - e. **Update Your Demographic Information:** You can update your professional field, area of specialization, region of specialization, and other information. For PROFESSIONAL FIELD, AREA OF SPECIALIZATION, and REGION OF SPECIALIZATION you may select more than one choice by holding the CONTROL KEY while selecting options.
 - f. **CLICK **SAVE** to save your changes.**

Edit Your Social Media Information

- a. Click on 'Social Information' to update your social media links for Facebook, LinkedIn, and Twitter.

Change Password

- a. Click on 'Change Password' to change your password to one of your choosing.



Join/Renew Your PAA Membership

1. Log In to PAA Online
2. Click **JOIN/RENEW MEMBERSHIP**
3. Select and click on the applicable membership type
4. Click Add to Cart.
5. Complete the checkout process.

Find Your Previous Transactions & Receipts

Information about purchases and payments made beginning January 1, 2016, will be available online. If you need a receipt or information for purchases made prior to January 1, 2016, please contact Francesca Morton via email at francesca@popassoc.org.

1. [Log In to PAA Online](#)
2. Click on **'My Transactions'** located in the navigation on the left. (Note, this item only appears *after* you have logged in)
3. On the screen, you'll be able to view available **'Open Orders & Invoices'** or **'Paid Receipts'**. Use the drop-down menu to select which you'd like to review.
4. If there are open orders, invoices, or receipts associated with your account, you will be able to view them here.
5. Click on the 'View More...' link to view the item and print it.

- Logout
- My Information
- My PAA Membership
- My Events
- My Committees
- My Transactions
- My Shopping Cart
- Join/Renew Membership
- Donate To The PAA Fund
- Upcoming Events
- Demography Payments
- Access Demography Online
- Member Directory
- PAA Committees
- PAA Main Website

Welcome to PAA (

PAA Online is where you

- Update your contact information
- Join PAA or renew your membership
- Register for the PAA Fund
- Purchase annual membership
- Donate to the PAA Fund
- Pay *Demography of America*

If you have any questions

To access the the PAA Online

You can [visit PAA's main website](#)

Reset Your Password

1. Go to the [Forgot Your Password](#) page.
2. Enter the email address associated with your account. Check your email account for a message that will include a link to change your password.

Please note: PAA staff does not have access to your password and cannot retrieve it for you. If you have forgotten your password, you must reset it.



Register for the Annual Meeting

1. Go to the PAA Website
2. Click **Register Now**
3. Click 'Register for this Event'
4. Your price will be set according to your membership type and status. ***If you are joining and registering at the same time, your registration rate will be updated to the correct membership rate in the Shopping Cart.***
5. Click 'Next'
6. Make any necessary changes to your name and badge name.
7. Click 'Next'
8. Select any pre-conference workshop sessions you are interested in participating.
9. Click 'Next'
10. Click 'Register Now'
11. Once you've clicked 'Register Now' you'll be taken to the shopping cart. If you have a discount code, you can enter it in the Discount Code box and click 'Apply Discount'.
12. Click 'Check Out' to complete the purchase process.

You can add additional sessions or options later by going to PAA Online, then "[My Events](#)" in the left-side navigation. Click "Add Session" next to the event and follow the prompts.

Donate to the PAA Fund

You can donate through the [website](#) or the [shopping cart option](#). Find your selection and enter your amount you wish to donate.

You can also donate when you renew your membership. This option is available on the membership type screen.

Pay Demography Submission Fee

1. Log In to PAA Online
2. Click the DEMOGRAPHY PAYMENTS button in the left navigation.
3. **Submission Fee:** Click on Demography Submission Fee and then on the next screen click 'Add to Cart'. Then click 'Check Out' to complete the purchase process.

Pay Demography Page Charges

Demography page charges will be invoiced to your account in PAA Online. You can pay the invoice via PAA Online.

1. Log In to PAA Online
2. Click MY TRANSACTIONS
3. Click 'Pay Open Orders'



4. Check the box next to the Demography page charge invoice and any other invoices you wish to pay.
5. Click 'Next' and complete the payment process.



Use the PAA Membership Directory

1. Log In to PAA Online
2. Click MEMBER DIRECTORY
3. You can search using the options provided. For PROFESSIONAL FIELD, AREA OF SPECIALIZATION, and REGION OF SPECIALIZATION, you can select more than one options by holding the CONTROL key as you select items with your mouse.
4. The percent sign (%) is the wild character for searching.