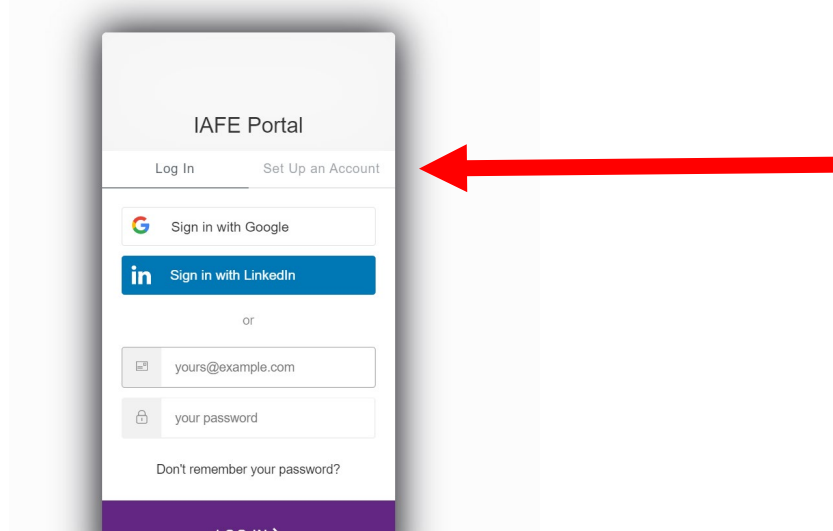


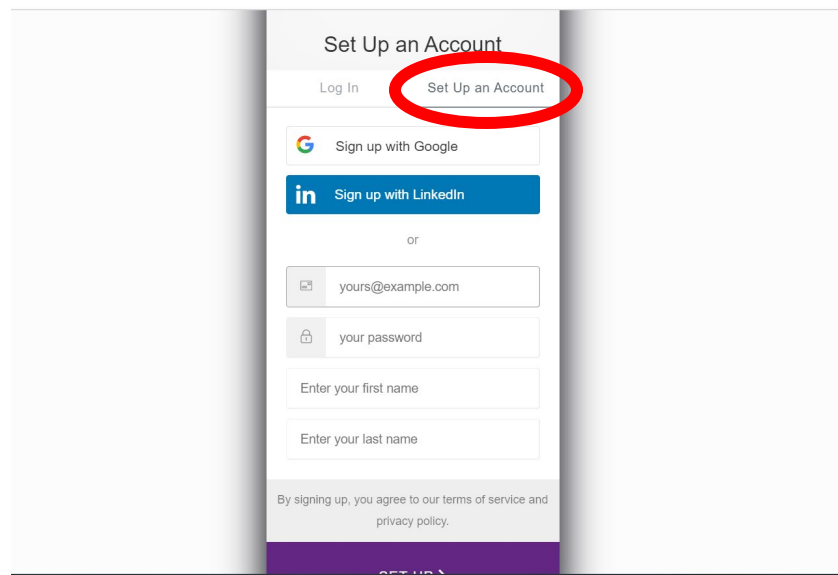
# IAFE MEMBER LOGIN PROCEDURES

## December 2022

1. [www.fairsandexpos.com](http://www.fairsandexpos.com)
2. Click on the Login banner on top line – this screen will appear.



3. **Select “Sign Up” –THIS IS CRITICAL STEP! Your existing password will not work.**

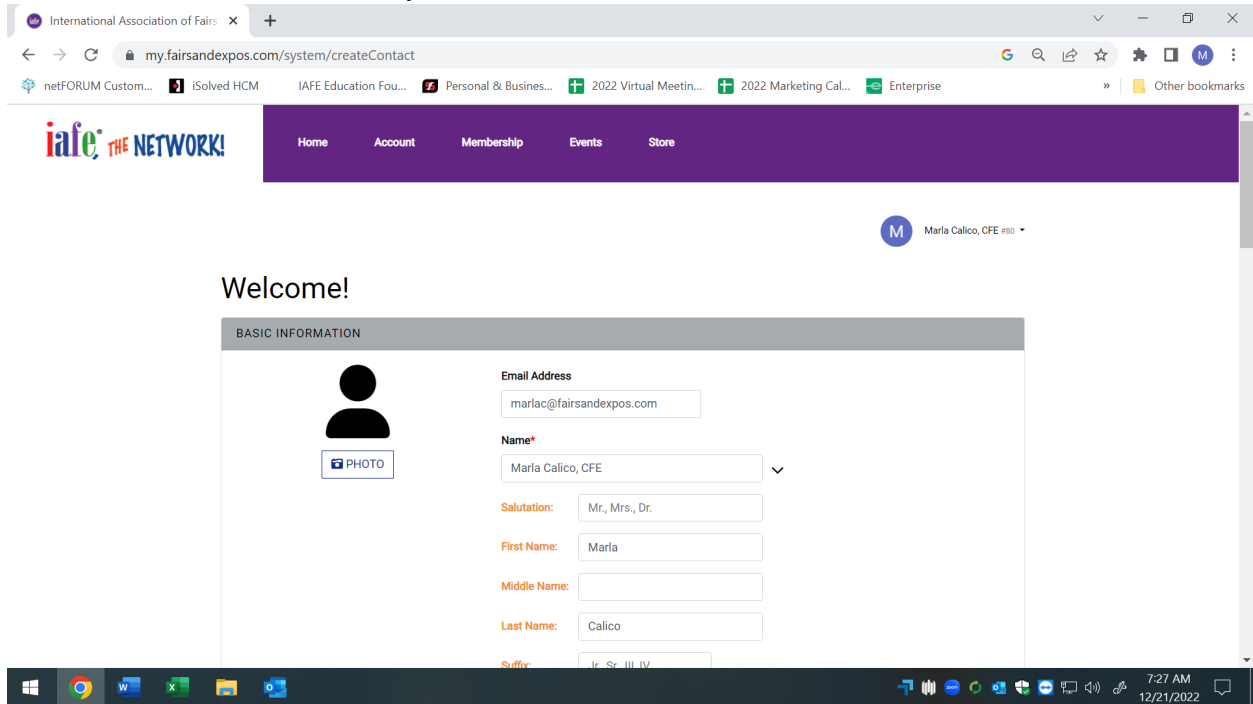


4. DECIDE how you will want to login
  - (a) Use **social** (use your existing Google or LinkedIn email and password) **OR**
  - (b) Create a login (use your email address and create a new password)

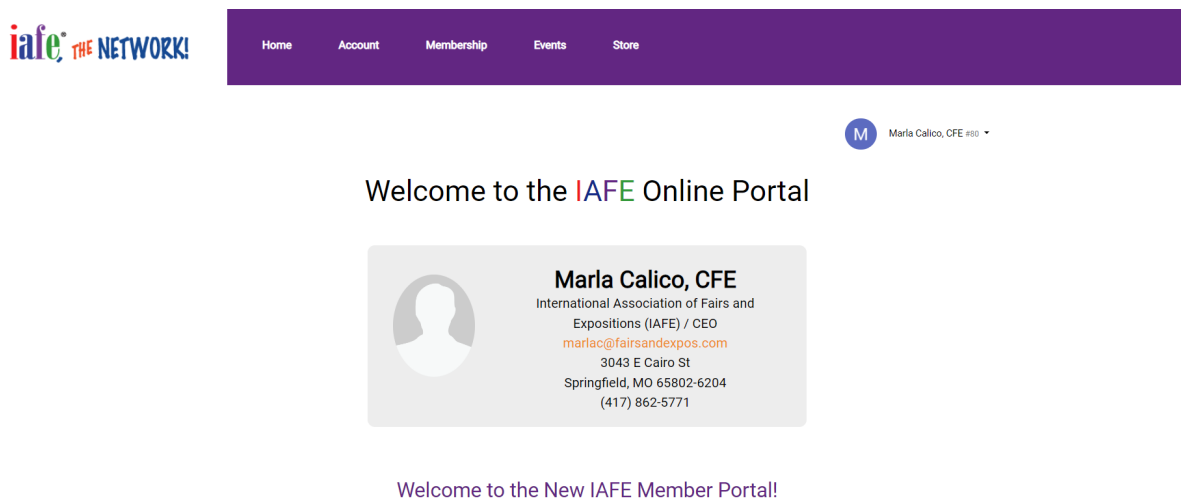
*If you choose to use your email address as a login, you will receive an email from [membership@fairsandexpos.com](mailto:membership@fairsandexpos.com) within minutes, asking you to **VERIFY** your email. When you click on the link in the email it will return you to your individual record in the **PORTAL** (Step #5)*

*If you choose a social login, you'll be returned to [www.fairsandexpos.com](http://www.fairsandexpos.com) and you'll now need to click Member Portal to get to step #5*

5. Your individual record will appear, and you will be prompted to make sure everything is correct (email, phone, job title, address, etc.). You have the option to upload a photo! Please review the information carefully and then click SAVE CHANGES.



6. This is what your Member Portal will look like:



7. Use the top navigation bar to explore! If you serve on a committee, please go to Membership then Boards and Committees and explore there. The committee you have volunteered to serve with will be listed and you'll be able to see a list of other members as well as to have access to a document file (it may not be populated right away, but documents from committee meetings will be added here as time progresses).