

While on the website: www.buses.org click on My ABA to begin your login process.





## **Accessing MyABA Portal**

Enter your email address and the password you received in your email confirmation. If you have forgotten your password, just click the link for a reset request.

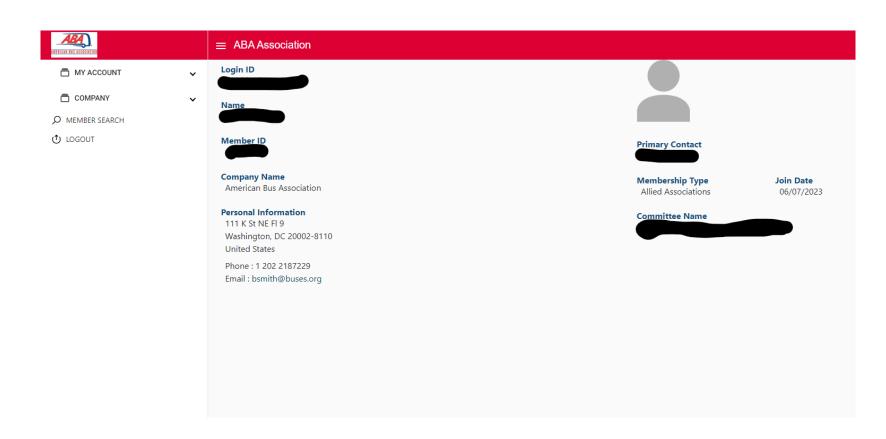


bsmith@buses.org	- 2
Password*	<u> </u>
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Login	
Login Forgotten your Login ID? click here	



### **Profile Review**

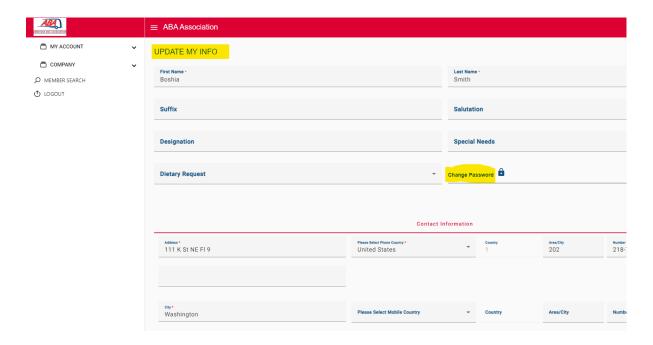
Once you are in your profile, review all information.

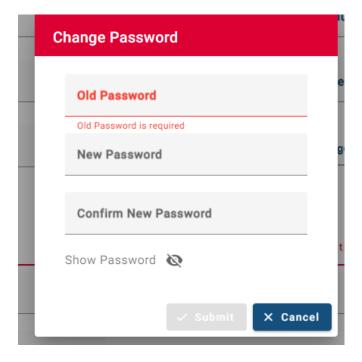




## **Updating Personal Information**

Make your updates here. To change your password, select Change Password. Enter your old password from the email confirmation and choose a new password, confirm and click submit.



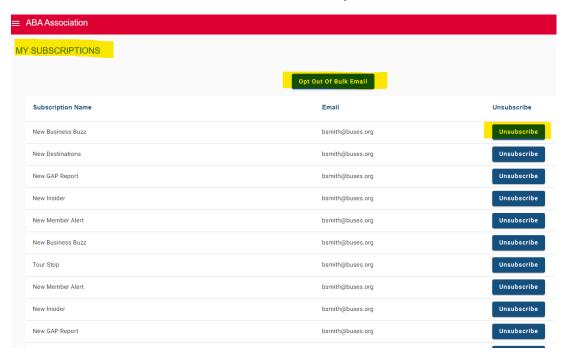


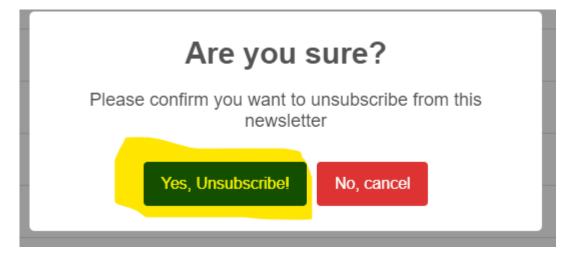


## **Subscriptions**

To unsubscribe to a subscription, click the blue "unsubscribe" button. You'll be asked to confirm.

To Opt out of Bulk Email, click on the Opt out blue button.





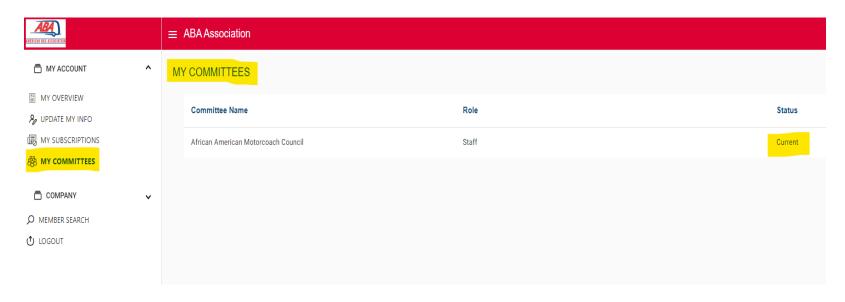


#### Committees

To view your Committees, select committees from the menu.

Once on committee page, you'll see all the committees you've signed up for.

If you'd like to be removed from a committee, please contact us- membership@buses.org.



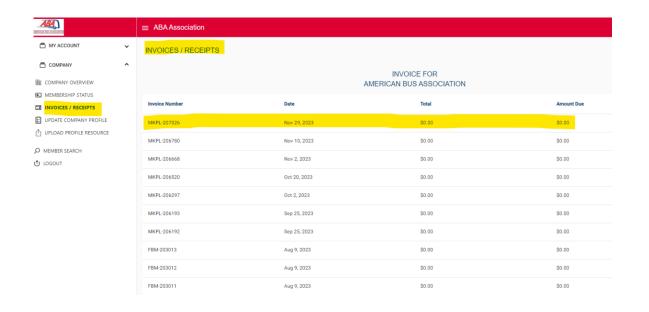


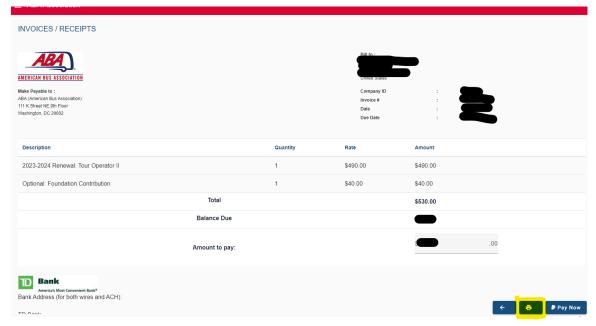
## Invoices/Receipts

To review and process an invoice, from the menu, select Invoices/Receipts.

Click on the invoice line and proceed to follow the prompts to process the invoice.

Receipts are available here as well. To print to PDF, select print option.



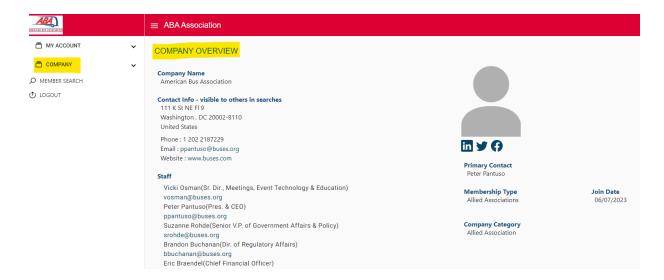


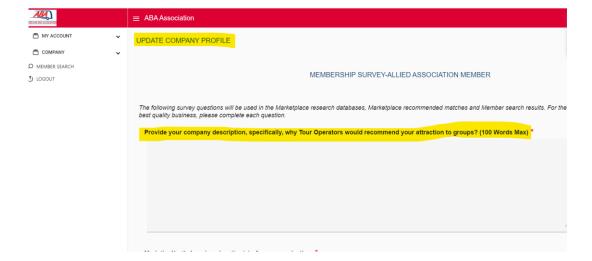


### **Company Information**

To view/ update your Company information, from the menu select Company and Company Overview.

Update Company Profile descripton and complete entire form and submit changes.

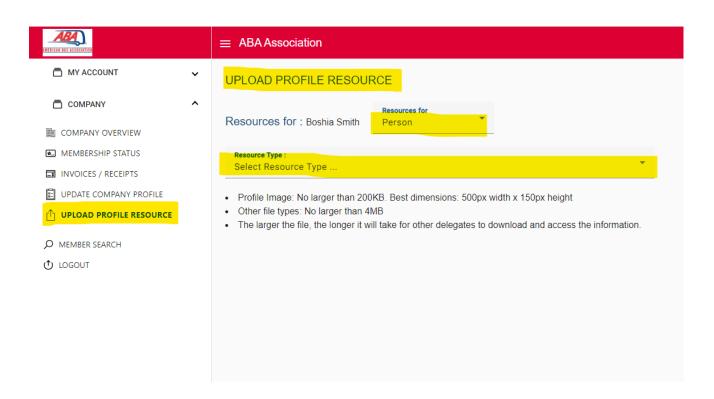






# **Uploading Resources**

To Upload a profile resource, select Upload Profile Resource from menu, then choose from dropdown the type of resource you're uploading. Select resource type and submit changes



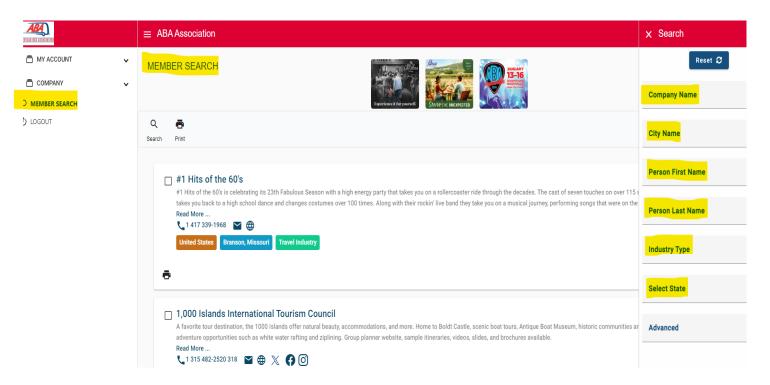


#### Member Search

To conduct a search, from the menu select Member Search.

Option to filter the search by Company name, City, Person (first and last) name, Industry type, and State are available.

To start a new search, click the blue Reset button.





# Live Chat

Feel free to chat with an agent for further assistance.

