



## Instructions for new member with basic free listings

### Overview

If you are a business member of AFAA, your company has been listed on [www.afaamembers.org](http://www.afaamembers.org). Your initial listing is a free, basic listing that we refer to as “Silver” level. It **only** includes your initial contact details. At this stage, your company will be to be searchable by company name and state only.



**To be included in the additional searches, we ask that you complete your initial free listing. This will ensure your company is seen when potential customers search by products, services, business type, the states you do business in, application/environment expertise, brands represented and more. It’s simple, wizard driven and takes about 15 minutes.**

### Instructions to complete your listing registration:

AFAA recently partnered with Fire-Professionals.com to bring you this online member guide, and to help assist you with promoting your organization in both online buyer’s guides. The first step is now!

Completing your registration can be done either by making an appointment with our representative who will complete it for you, or by completing it yourself using the simple online wizard.

### **Making an appointment:**

Simply email [customerService@fire-professionals.com](mailto:customerService@fire-professionals.com) . Choose a date and time (EST) when you will be able to dedicate 15 minutes. Our representative will ask you several questions that will allow them to complete the online wizard for you to ensure you are visible in the proper searches. If you have extra time you may want to ask them about additional promotional opportunities with this membership or the enhanced versions.

### **Completing the registration yourself:**

1. Log on to: <http://www.fire-professionals.com/myaccount.php>
2. When prompted for your user name and password , use the following formula for now.

[MORE]



**User Name:** Your email address (this would be the email that AFAA has on record)

**Password:** afaamember (we suggest you change your password once you log on)

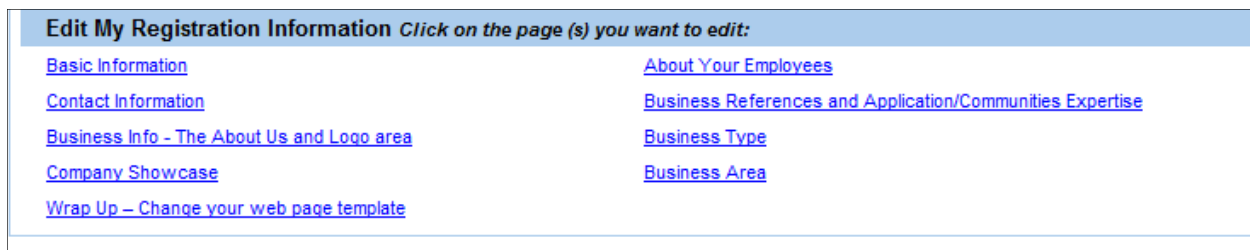
**Exceptions:**

1) In some cases we did not have an email address, or could have made an error.

Therefore, if you are not able to log in, please call Cathy Tabor 781.626.4256 or email [CustomerService@fire-professionals.com](mailto:CustomerService@fire-professionals.com) for your initial logon information.

2) If you are already a member on Fire-Professionals.com, use your existing logon information.

3. Inside your Management area, you will see various sections that you can manage. For now, let's focus on the "Edit my Registration" section. When you are online, it will look like the screen shot below.



4. While you can click on any page, it's best to start with the "Basic Information" link. You will be able to move through the entire wizard from this page by choosing Next/Continue.



**On the Basic Information, you will notice "Promo Code: AFAA2009". Please DO NOT remove this. This is the KEY to your listing on the AFAA Member site as well.**

5. When you are done with the wizard, your basic Silver level listing is complete.

6. To test—search for your organization on both websites:

[www.afaamembers.org](http://www.afaamembers.org) and [www.fire-professionals.com](http://www.fire-professionals.com)

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### Upgrades to Gold level and higher

This opportunity will be available through the afaa.org online shopping cart in January 2010. Upgraded listings are inexpensive and provide you with a visible member showcase page on both AFAA.org and Fire-Professionals.com, all for the same price. You will also receive a lead management service, ability to supply news and more. This information will be posted in the member-only area of the AFAA website very soon. To learn more call Tom Hammerberg or Cathy Tabor 781.626.4256 or email [CustomerService@fire-professionals.com](mailto:CustomerService@fire-professionals.com).

**Please complete your registration as soon as possible to ensure your information is correct for our January promotions! Thanks!**