



## New ACEC Florida Online Community FAQ's

### **Why does each branch location of a firm need a profile?**

To maximize your benefits, it is essential to have each branch location and its respective employees listed so that they receive the appropriate communications regarding ACEC Florida.

### **Why must each employee who wishes to receive ACEC Florida member benefits need to create a profile?**

Each employee must have a profile to ensure they receive member benefits such as discounted pricing on events and webinars, access to their PDH credits, and up-to-date communications regarding industry-related news.

### **How do I create a branch profile under my firm's account?**

#### **Step 1: Log In at [acecfl.org](http://acecfl.org)**

Log in to your firm's account. You will be on the page to manage your firm's profile. Click on 'Information & Settings.'

#### **Step 2: Verify Branches Under Your Firm**

Under the "Information & Settings" section, click on the "Branches" icon. Verify all branch information is updated and make any necessary corrections.

#### **Step 3: Add Branches Under Your Firm**

Click on "Create Branches" to add additional locations, or you can invite branch managers directly.

### **How do I create an employee profile under a branch's account?**

#### **Step 1: Log In at [acecfl.org](http://acecfl.org)**

Log in to your branch's account. You will be on the page to manage your branch's profile. Click on 'Information & Settings.' Then click on "Employees."

#### **Step 2: Activate all available seats.**

Click on the link to "Activate all available seats," then click "Yes." There is an initial cap of 50 employee seats per branch. If you need more, please email [membership@fleng.org](mailto:membership@fleng.org).

#### **Step 3: Create Profiles or Invite Employees to Create Their Own**

The branch administrator can either "Create Employees," send "Your Employees a Direct Link," or "Invite New Members." *ACEC Florida recommends sending your employees a direct link or inviting new members by email.*

- The first option the administrator will see is "Create Employees" to create the profile on each individual's behalf. The administrator will be prompted to log out before creating the employee profile. Then, the system will allow the administrator to go through the employee registration process.
- The second option is to send a direct link to the employee(s) so they can create their profile. This will require the administrator to use their email program, such as Outlook, Gmail, etc. Employees will need to complete the registration process. **Recommended.**
- The third option is to use the system's generic email notification to invite employees to create their profiles. Employees may need to check their junk or spam folders depending on your firm's email settings. Employees will need to complete the registration process.

### **What features are available to administrators?**

There are features available to export data, edit profile information, detach accounts (employees no longer employed by the firm), suspend accounts (employees still with the firm but not currently active with ACEC Florida), view account information, and sign in for a member.

**If you have any questions, please email Annette Smith at [asmith@fleng.org](mailto:asmith@fleng.org).**