

Registering Your Account in the SFFMA Portal and the Dashboard

To register your account:

- When on the login page, click **REGISTER/FIND ACCOUNT**.
- After reading the instructions, click **START**.
- After entering the info required, click **NEXT** in the lower right corner of the screen.
- Continue this same process on each page.
- As you proceed, the system may recognize a person with this profile and will ask if it is you. Click the appropriate button to confirm.
- You will arrive at a final screen to review all information entered. If any changes need to be made you can return to a previous page to make the change. If you have no changes to make, click **SUBMIT** in the lower right of the screen.
- You can then return to the login page and enter the Portal using your new login credentials.

Upon login:

- You will always be directed to your **personal dashboard**. Here you can:
- Edit your profile/personal information. For some items such as last name or birth date, you will have to contact SFFMA staff, and they will make the change.
- View and manage your personal SFFMA membership to do things like pay for the upcoming year's membership, pay for previous years if available, purchase optional insurance, etc.
- Those having authorization in the Portal to manage one or more organizations, or who belong to one of the association's boards, will have additional features available to them on their personal dashboard.

NOTE: The features to manage TRAINING, TESTING, and CERTIFICATION are not yet active, but should be in early 2023.