



# Serving as Administrator of your Organization's ACC Corporate Membership

# Responsibilities

- ✓ You are ACC's first point of contact
- ✓ Please let us know of changes to your department – you can update the roster
- ✓ Annual invoicing process to renew your ACC membership
- ✓ Serve as internal point of contact for those interested in ACC at your organization
- ✓ You can use the Administrator's portal to make changes

Contact us at [corporate@acc.com](mailto:corporate@acc.com) or call 202-293-4103 x332 for anything you need.

## Step 1

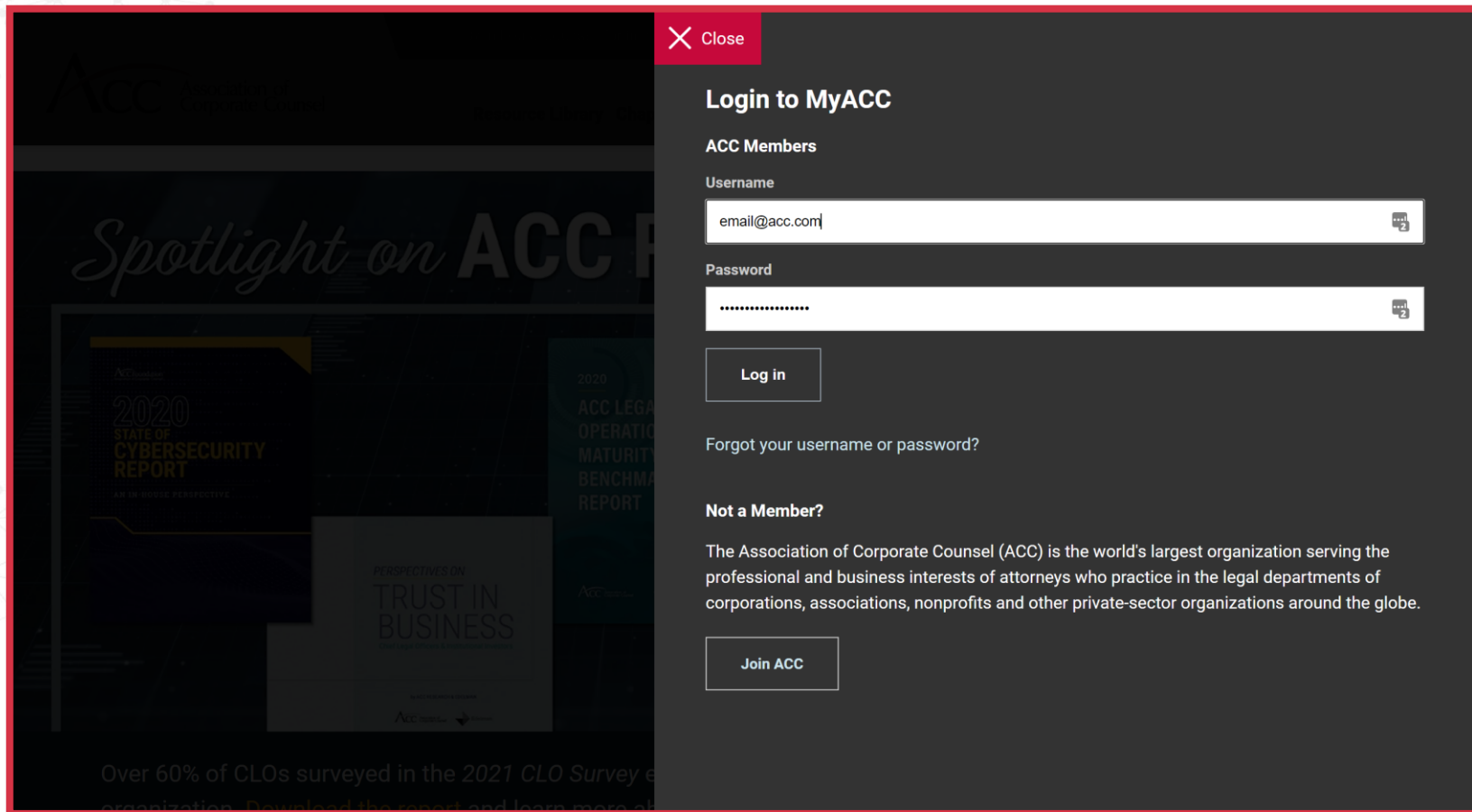
- Begin by going to **ACC.com** to log into your account.
- In the top right-hand corner of the screen, you will see **Member Login** button in red.
- This is where you go to login (members follow the same process to access their account).

The screenshot shows the ACC.com website homepage. The top navigation bar includes the ACC logo, the tagline "By in-house counsel, for in-house counsel®", a "Select Language" dropdown, and links for "ACC Docket", "Join ACC", and "Member Login". The "Member Login" button is highlighted with a red border. Below the navigation bar is a main menu with links for "Resource Library", "Chapters & Networks", "Education & Events", "Careers", "Services & Initiatives", "About ACC", and "Membership". The main content area features a "Spotlight on ACC RESEARCH" banner. Below the banner are several report covers: "2020 STATE OF CYBERSECURITY REPORT", "PERSPECTIVES ON TRUST IN BUSINESS", "2020 ACC LEGAL OPERATIONS MATURITY BENCHMARKING REPORT", "2020 LAW DEPARTMENT COMPENSATION REPORT", and "2021 ACC CHIEF LEGAL OFFICERS SURVEY". A "Stay connected. Renew membership" button is also visible. At the bottom, a text block states: "Over 60% of CLOs surveyed in the 2021 CLO Survey employ a comprehensive data management strategy within their organization. Download the report and learn more about ACC Research & Benchmarking Services."



## Step 2

- Your Username is your email address.
- If you have never logged into your account before, your password is Aq15bc32
- The first time you log in, the web site will prompt you to change your password.
- If you changed it, your password is the password you selected after you first logged in.
- If you forget your username or password, please click **Forgot your username or password?** and follow the steps to change it.
- ACC staff do not have access to your password and cannot tell you what it is.



The screenshot shows the ACC website with a dark background and a red border. A modal window titled "Login to MyACC" is overlaid on the right side. The modal has a "Close" button in the top right corner. Below the title, it says "ACC Members". There are two input fields: "Username" with the text "email@acc.com" and "Password" with masked characters. A "Log in" button is below the password field. Below the login fields, there is a link "Forgot your username or password?". Underneath that, there is a section titled "Not a Member?" with a paragraph of text and a "Join ACC" button.

**Login to MyACC**

ACC Members

Username

email@acc.com

Password

.....

Log in

Forgot your username or password?

**Not a Member?**

The Association of Corporate Counsel (ACC) is the world's largest organization serving the professional and business interests of attorneys who practice in the legal departments of corporations, associations, nonprofits and other private-sector organizations around the globe.

Join ACC

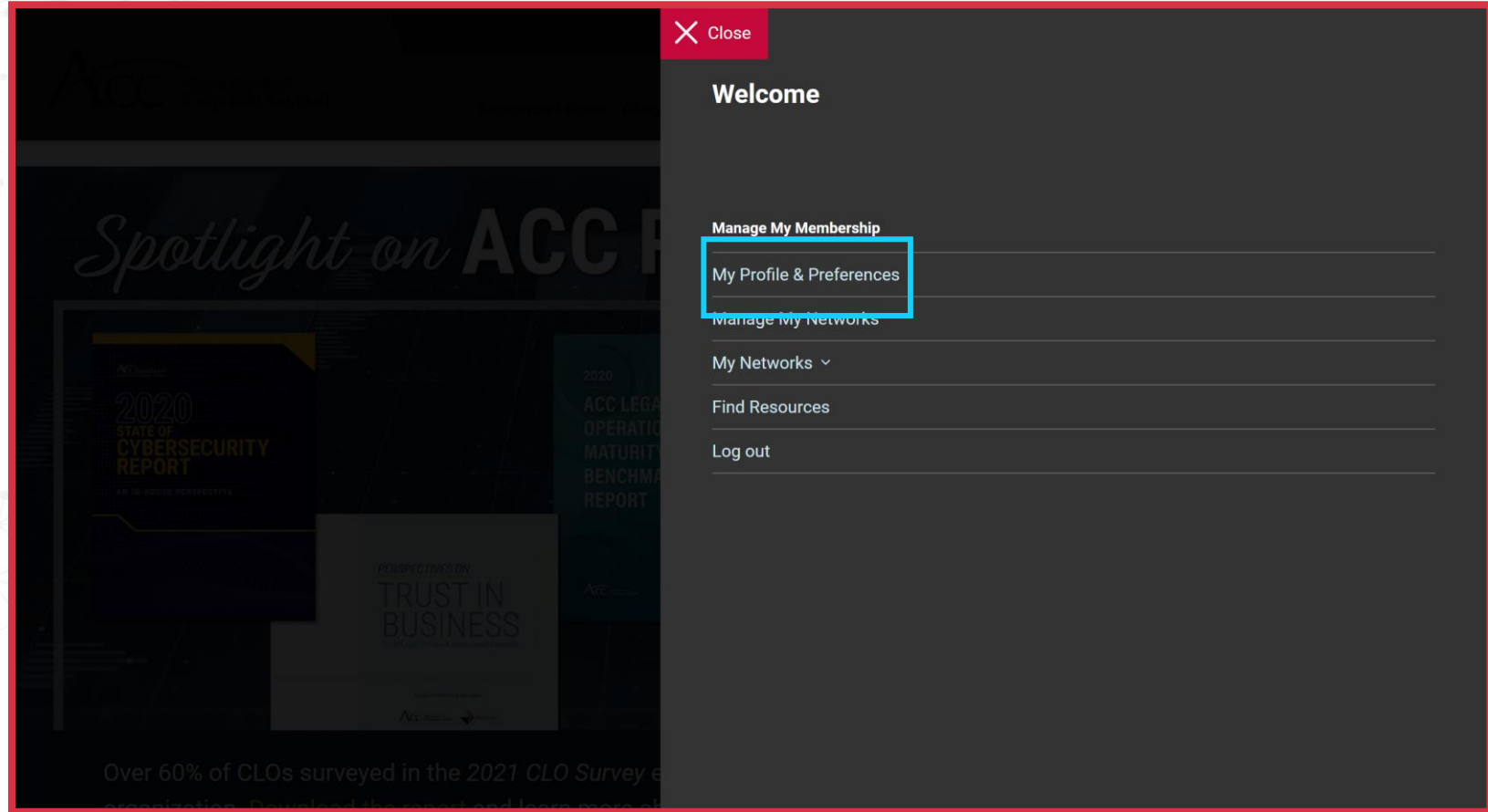
## Step 3

- Once you're logged in you will see **MyACC** in the top right-hand corner.
  - Click on this!

The screenshot shows the ACC website homepage. The top navigation bar includes the ACC logo, the tagline "By in-house counsel, for in-house counsel®", a "Select Language" dropdown, and an "ACC Docker" button. The "MyACC" login button, which includes a user icon, is highlighted with a red box. Below the navigation bar is a main menu with links: "Resource Library", "Chapters & Networks", "Education & Events", "Careers", "Services & Initiatives", "About ACC", and "Membership". The main content area features a "Spotlight on ACC RESEARCH" banner. Below the banner are several report covers: "2020 STATE OF CYBERSECURITY REPORT", "PERSPECTIVES ON TRUST IN BUSINESS", "2020 ACC LEGAL OPERATIONS MATURITY BENCHMARKING REPORT", "2020 LAW DEPARTMENT COMPENSATION REPORT", and "2021 ACC CHIEF LEGAL OFFICERS SURVEY". A "Stay connected. Renew membership" button is also visible. At the bottom, a text block states: "Over 60% of CLOs surveyed in the 2021 CLO Survey employ a comprehensive data management strategy within their organization. Download the report and learn more about ACC Research & Benchmarking Services."

## Step 4

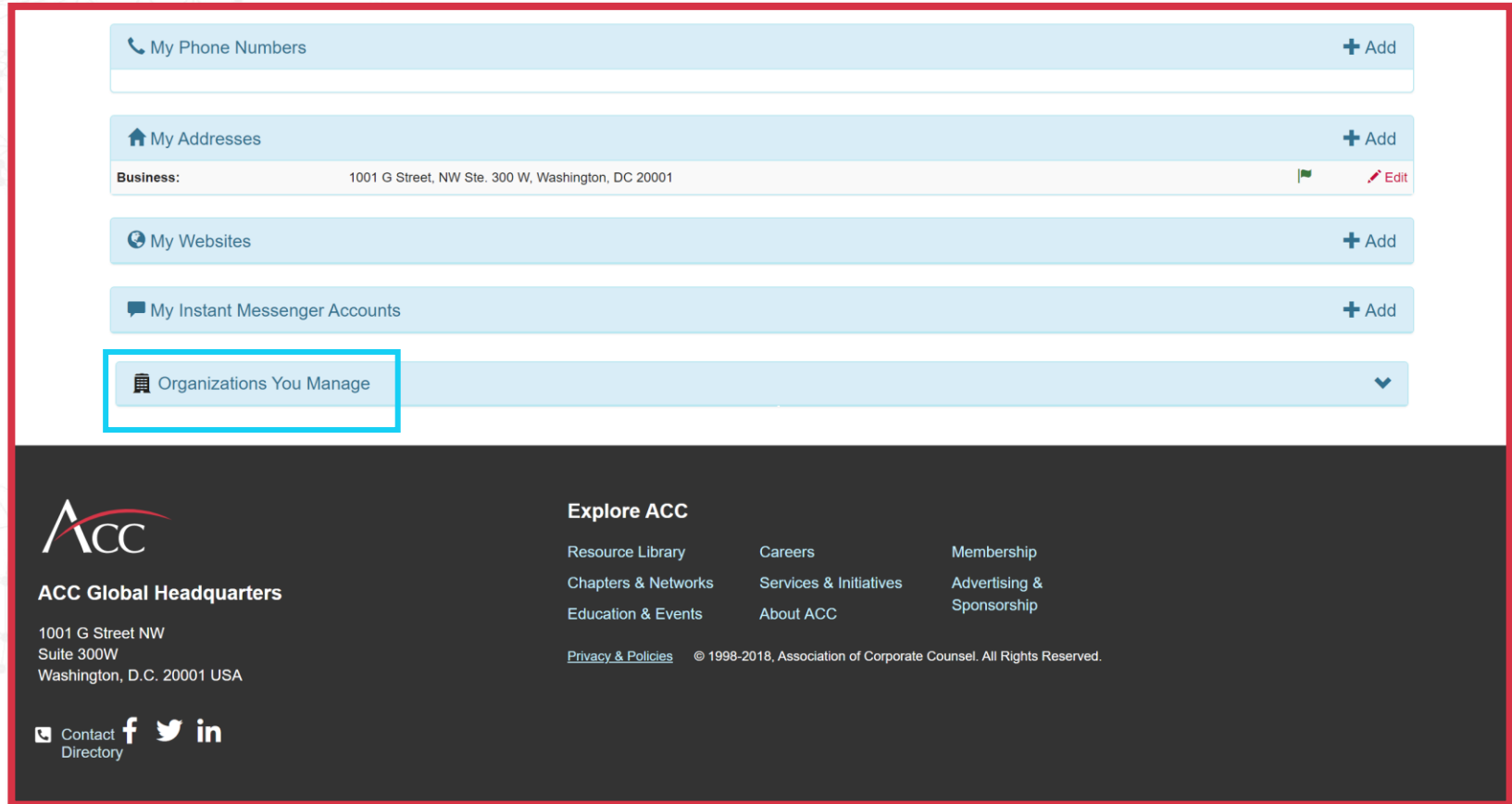
- After clicking on **MyACC**, you will see the drop-down menu on the right appear. When you do, click on the link labeled **My Profile & Preferences**.





## Step 5

- Once you are on the **My Profile & Preferences** page, scroll all the way down to the very bottom of the page and click on **Organizations You Manage**
- You will see your **company's name** listed there. Click on it.
- Only Administrator accounts see the **Organizations You Manage** tab. Member accounts will not see that option.



The screenshot displays the 'My Profile & Preferences' page. It features several sections for managing personal information: 'My Phone Numbers', 'My Addresses' (with a 'Business' address listed as '1001 G Street, NW Ste. 300 W, Washington, DC 20001'), 'My Websites', and 'My Instant Messenger Accounts'. Each section has an '+ Add' button. The 'Organizations You Manage' section is highlighted with a red box and contains a dropdown menu. The footer includes the ACC logo, 'ACC Global Headquarters' address (1001 G Street NW, Suite 300W, Washington, D.C. 20001 USA), a 'Contact Directory' link, and social media icons for Facebook, Twitter, and LinkedIn. A 'Privacy & Policies' link and copyright notice (© 1998-2018, Association of Corporate Counsel. All Rights Reserved.) are also present.

My Phone Numbers + Add

My Addresses + Add

Business: 1001 G Street, NW Ste. 300 W, Washington, DC 20001 Edit

My Websites + Add

My Instant Messenger Accounts + Add

Organizations You Manage

**ACC**

**ACC Global Headquarters**

1001 G Street NW  
Suite 300W  
Washington, D.C. 20001 USA

Contact Directory

**Explore ACC**

Resource Library Careers Membership  
Chapters & Networks Services & Initiatives Advertising & Sponsorship  
Education & Events About ACC

[Privacy & Policies](#) © 1998-2018, Association of Corporate Counsel. All Rights Reserved.

# What can you do in the portal as the Administrator?

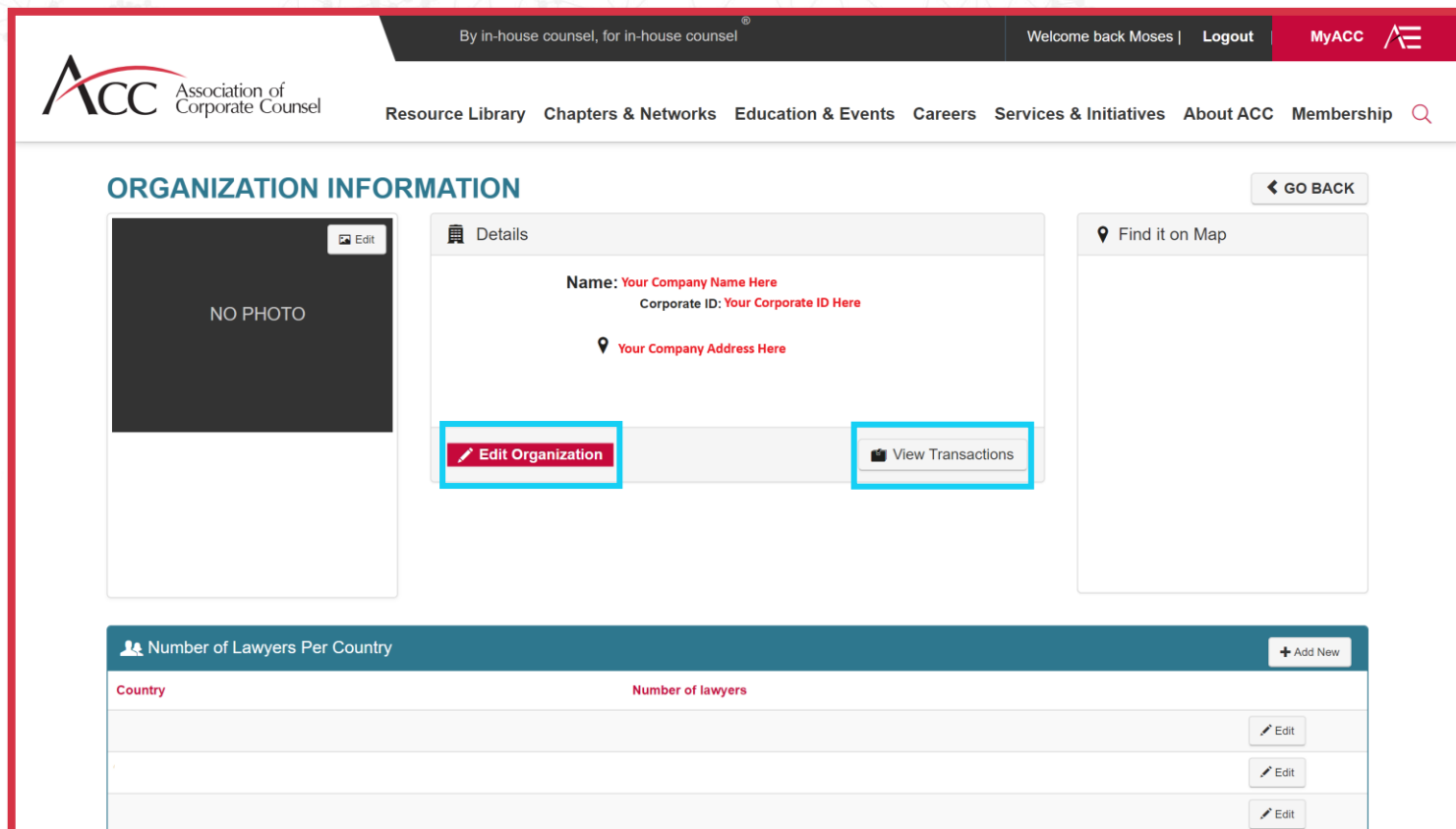
- ✓ Edit your organization's information (e.g., update your address)
- ✓ Pay your current year's membership invoice online using a major credit card
- ✓ Download your current Membership Roster in Excel format
- ✓ Email a new member application form to an attorney in your organization
- ✓ Add a new member to your Membership Roster
- ✓ Terminate a current member/remove them from your Membership Roster

Note: To add a Legal Operations member, click a separate application [link](#). Do not use the portal.



# Edit Organization Information | Pay Your Open Invoice

- You have entered the Admin Portal, once you see **Organization Information** in the top left-hand corner.
- Once in the Admin Portal, you can make changes to your roster and pay any open invoices.
- If you need to update information for your company, click on **Edit Organization**.
- If you need to pay an open invoice, click on **View Transactions**.
  - Open invoices can be paid in the Admin Portal, with most major credit cards.



The screenshot shows the ACC Admin Portal interface. At the top, there is a navigation bar with the ACC logo, the text "By in-house counsel, for in-house counsel®", a user greeting "Welcome back Moses | Logout", and a "MyACC" link. Below this is a main navigation menu with links: "Resource Library", "Chapters & Networks", "Education & Events", "Careers", "Services & Initiatives", "About ACC", and "Membership".

The main content area is titled "ORGANIZATION INFORMATION" and includes a "GO BACK" button. It is divided into three sections:

- Left Section:** A large dark gray box with the text "NO PHOTO" and a small "Edit" button in the top right corner.
- Middle Section (Details):** Contains the following information:
  - Name: Your Company Name Here
  - Corporate ID: Your Corporate ID Here
  - Address: Your Company Address Here
 At the bottom of this section are two buttons: "Edit Organization" (highlighted with a red box) and "View Transactions" (highlighted with a red box).
- Right Section:** A box titled "Find it on Map" with a map placeholder.

Below these sections is a table titled "Number of Lawyers Per Country" with an "Add New" button in the top right corner. The table has two columns: "Country" and "Number of lawyers". It contains three rows, each with an "Edit" button in the right margin.

Country	Number of lawyers

# Download Roster to Excel

- Towards the middle of the Admin Portal page, you will see your current member roster.
- If you would like to download your roster as an Excel file, click on **Export Roster to Excel**.
- Note, if someone is a member of both the ACC and has an additional complimentary membership in the ACC Section on Legal Operations, their name may appear twice on your Membership Roster. Do not be concerned at this. Their membership actually only takes up one spot on your Membership Roster.

Export Roster to Excel

Organization Roster

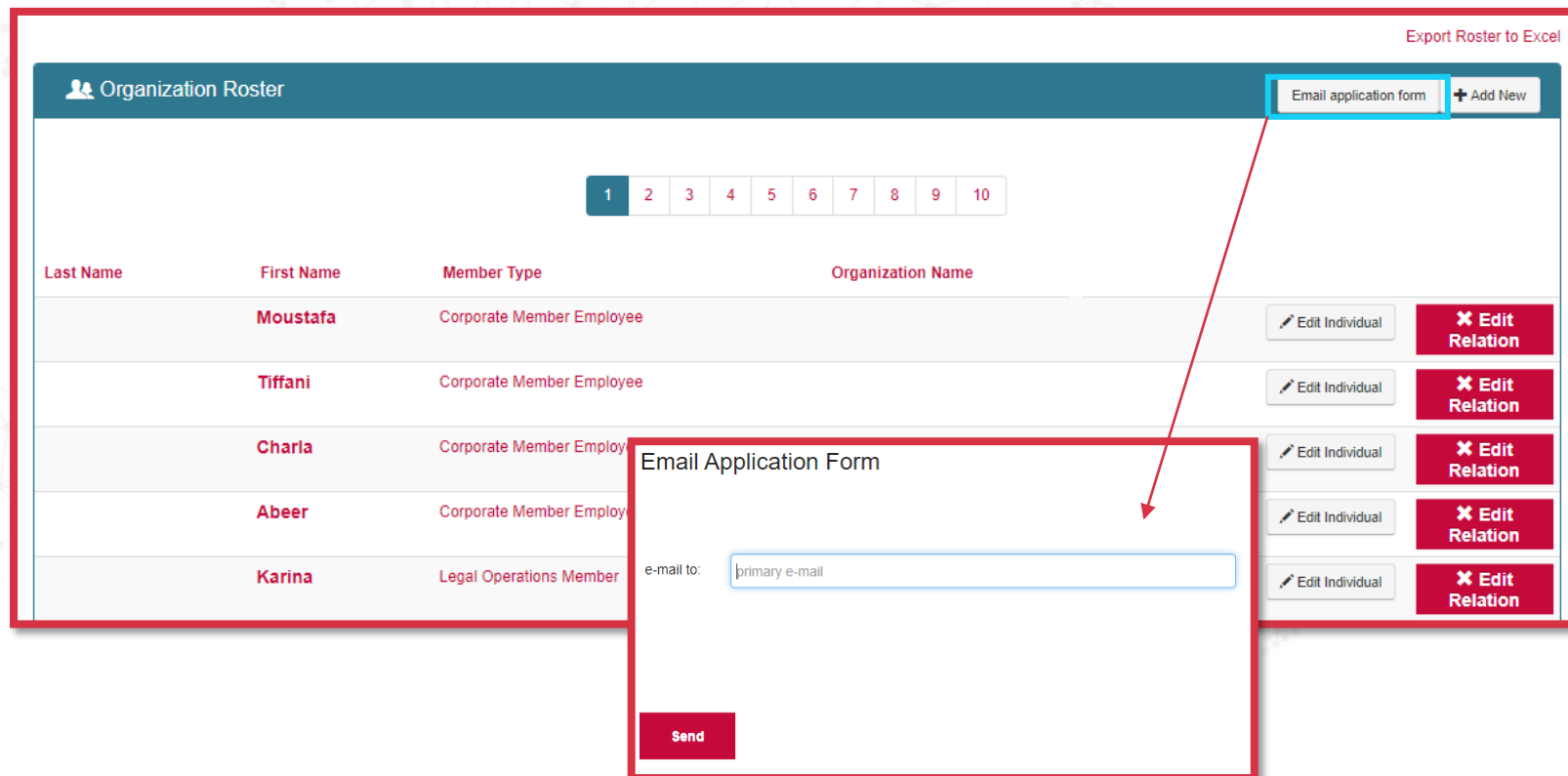
Email application form Add New

1 2 3 4 5 6 7 8 9 10

Last Name	First Name	Member Type	Organization Name		
	Moustafa	Corporate Member Employee		Edit Individual	Edit Relation
	Tiffani	Corporate Member Employee		Edit Individual	Edit Relation
	Charla	Corporate Member Employee		Edit Individual	Edit Relation
	Abeer	Corporate Member Employee		Edit Individual	Edit Relation
	Karina	Legal Operations Member		Edit Individual	Edit Relation

# Email an Employee an Application Form

- To add a new ACC member, we need the following information:
  - Preferred Prefix (Mr, Mrs, Miss, Ms, Dr)
  - First and Last Name
  - Title
  - Email Address
  - Address
  - Phone Number
- There are two ways to add a new member to your roster. The first option:
  - Email Application Form:** This is a great option if you do not have all the information above for the person whom you wish to add.
  - Once the application form is filled out by the new member, it will get returned to us for processing.
  - We will build their account for you and send them a welcome email with their login information.
  - You will then see them listed on your Roster.



The screenshot shows the 'Organization Roster' interface. At the top right, there is a link 'Export Roster to Excel'. Below the header, there is a table with columns: Last Name, First Name, Member Type, and Organization Name. The table lists five members: Moustafa, Tiffani, Charla, Abeer, and Karina. To the right of each member's row are two buttons: 'Edit Individual' and 'Edit Relation'. A red arrow points from the 'Email application form' button in the top right corner to a modal window titled 'Email Application Form'. This modal contains a text input field labeled 'e-mail to:' with the placeholder text 'primary e-mail' and a red 'Send' button at the bottom.

Last Name	First Name	Member Type	Organization Name
	Moustafa	Corporate Member Employee	
	Tiffani	Corporate Member Employee	
	Charla	Corporate Member Employee	
	Abeer	Corporate Member Employee	
	Karina	Legal Operations Member	



# Manually Adding a New Member

- If you have all the information needed to add a new Member, you can manually add the person yourself to your roster by clicking **Add New**.
- All required fields are marked as such and must be completed.
- Once you fill out the information required for your new member, they will automatically be added to your roster. They will also be sent a welcome email with their login information (username and initial password).

**Organization Roster**

Last Name	First Name	Member Type
	Moustafa	Corporate Member
	Tiffani	Corporate Member
	Charla	Corporate Member
	Abeer	Corporate Member
	Karina	Legal Operations

**Corporate Member Join**

Please select your company from the dropdown menu. If not found, refresh your browser. If the problem persists please contact corporate@acc.com

Company:

E-mail address:

Prefix:

First Name:

Middle Name:

Last/Surname:

Suffix:

Designation:  i.e., Esq., PhD, etc.

Gender\*:

Year of Birth:

Nationality: Available:

Retired? ☐

Title:

Are you a full-time employee of a legal department?

Primary Job Function:

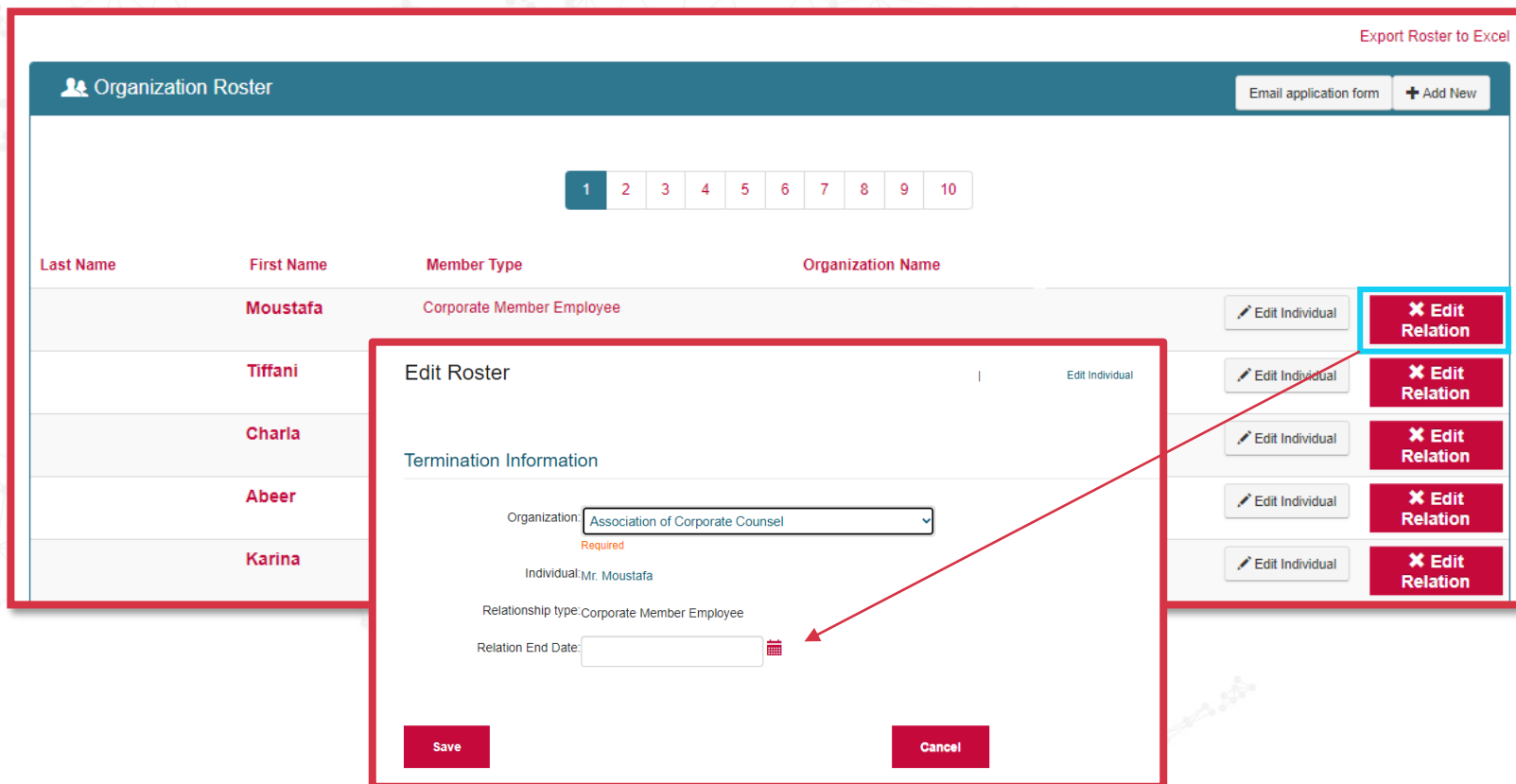
Company Type:

**Export Roster to Excel**

Email application form **+ Add New**

# Removing a Member from your Roster

- If you need to remove a member from your roster, click **Edit Relation**.
- A new window will open, and you will be prompted to provide a **Relation End Date**.
  - This can be today's date, or a date in the past.
- Once you provide a Relation End Date, click **Save**.
- This member will immediately be removed from your roster, opening a spot to be filled.



The screenshot displays the 'Organization Roster' interface. At the top, there's a header with 'Organization Roster' and buttons for 'Email application form' and '+ Add New'. Below the header is a table with columns: Last Name, First Name, Member Type, and Organization Name. The table lists five members: Moustafa, Tiffani, Charla, Abeer, and Karina, all with the Member Type 'Corporate Member Employee'. To the right of each member's name is an 'Edit Individual' button and a red 'X Edit Relation' button. A red box highlights the 'Edit Relation' button for Moustafa. An 'Edit Roster' modal window is open, showing 'Termination Information'. It includes a dropdown for 'Organization' (set to 'Association of Corporate Counsel'), a text field for 'Individual' (set to 'Mr. Moustafa'), and a 'Relation End Date' field with a calendar icon. A red arrow points to the calendar icon. At the bottom of the modal are 'Save' and 'Cancel' buttons.

Last Name	First Name	Member Type	Organization Name
	Moustafa	Corporate Member Employee	
	Tiffani		
	Charla		
	Abeer		
	Karina		

**Edit Roster**

Termination Information

Organization: Association of Corporate Counsel

Individual: Mr. Moustafa


Relationship type: Corporate Member Employee

Relation End Date:

Save Cancel

# ACC Legal Operations

- Legal Operations Membership is for professionals dedicated to managing operations for a corporate law department (i.e., the office of the general counsel) on a full-time basis. This includes leaders of operations overall, outside counsel and/or vendor management, IT, financial management, data analytics, project management, process improvement and litigation support. Being a lawyer is not a requirement to join.
- A Legal Operations professional is eligible to occupy a spot on your roster. If a Legal Operations professional wants to join, they can join by filling out the application [here](#).
  - Currently, you're unable to manually add a Legal Operations Member in the admin portal.

 **ACC Legal Operations**

ACC Services & Initiatives ACC.com

By in-house counsel, for in-house counsel®

ACC Join Page Legal Ops Homepage Maturity Model

Join ACC Legal Operations and contribute to the advancement of law department management through knowledge-sharing, collaboration, resources and education.

### BENEFITS OF MEMBERSHIP

- Online resources and education
- Member forum and directory
- Interest Groups and Regional Groups for knowledge-sharing
- Benchmarking opportunities
- Career resources and job listings
- Education and collaboration at the ACC Xchange

### ELIGIBILITY

Membership is for professionals dedicated to managing operations for corporate law department on a full-time basis (i.e. in the office of the general counsel). Being a lawyer is not a requirement to join.

Examples of corporate legal job categories that are not eligible include: contract administrators/managers, paralegals, law clerks, and administrative assistants/legal secretaries/office managers. Questions about eligibility should be addressed to [lawdepartmentops@acc.com](mailto:lawdepartmentops@acc.com).

Vendors to corporate legal departments, including consultants and law firm personnel, are not eligible to join. However, we do welcome vendor and law firm support through sponsorship. For information on sponsoring ACC Legal Operations webinars, ads, branded resources, future conferences and more, send an email to [marketing@acc.com](mailto:marketing@acc.com).

### New User Enrollment

Email address:

Password:

Re Enter Password:

**Continue**



# Corporate Membership Ambassador Program

Corporate Membership Ambassadors. For members who act as liaisons between ACC and their department by spreading the word on opportunities and benefits, we offer a special suite of programs, including:

- ✓ A unique program available at the Annual Meeting for Corporate Ambassadors
- ✓ Invite-only virtual networking sessions
- ✓ Quarterly Webcast Series
- ✓ Special discounts for ACC programs and events available only to corporate members

Please let us know if you would like to nominate a Corporate Membership Ambassador!

# New Corporate Membership Rates

- Effective June 1, 2021, new Corporate Membership rates for **new** members.
- Effective January 1, 2022, are new rates for **renewing** Corporate Members.

## CORPORATE MEMBERSHIP

SAVE YOUR COMPANY ALMOST 50% on membership by joining 9 or more in-house counsel through our Corporate Membership packages. Each participating member receives all ACC membership benefits while the department receives discounted pricing, a single point of contact, and one invoice annually to streamline your billing.

NUMBER OF MEMBERS	PRICE PER COMPANY
9-15	\$3,950
16-25	\$6,650
26-35	\$9,500
36-50	\$13,250
51-75	\$19,150
76-100	\$25,250
101-150	\$34,250
151-200	\$43,650
201-250	\$49,250
251-300	\$54,750
301-350	\$63,000

## CORPORATE PREMIUM MEMBERSHIP

DEPARTMENTS ENROLLING 70 OR MORE in-house counsel may opt for ACC Corporate Premium Membership which includes a global professional development solution, with complimentary registrations to ACC conferences around the world. Each participating member receives all ACC membership benefits while the department receives discounted pricing, a single point of contact, and one invoice annually to streamline your billing.

NUMBER OF MEMBERS	PRICE PER COMPANY	REGISTRATIONS*
70-150	\$42,500	10
151-300	\$64,250	15
301-500	\$102,650	20

\*Complimentary conference registrations may be used for all ACC HQ conferences, excluding the Boston University Mini MBA and the ACC Executive Leadership Institute.



Any questions or issues?

Please email the ACC Corporate Membership team  
at: [corporate@acc.com](mailto:corporate@acc.com) or call 202-293-4103 x332