



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 or call 202-293-4103 x332 for anything you need.

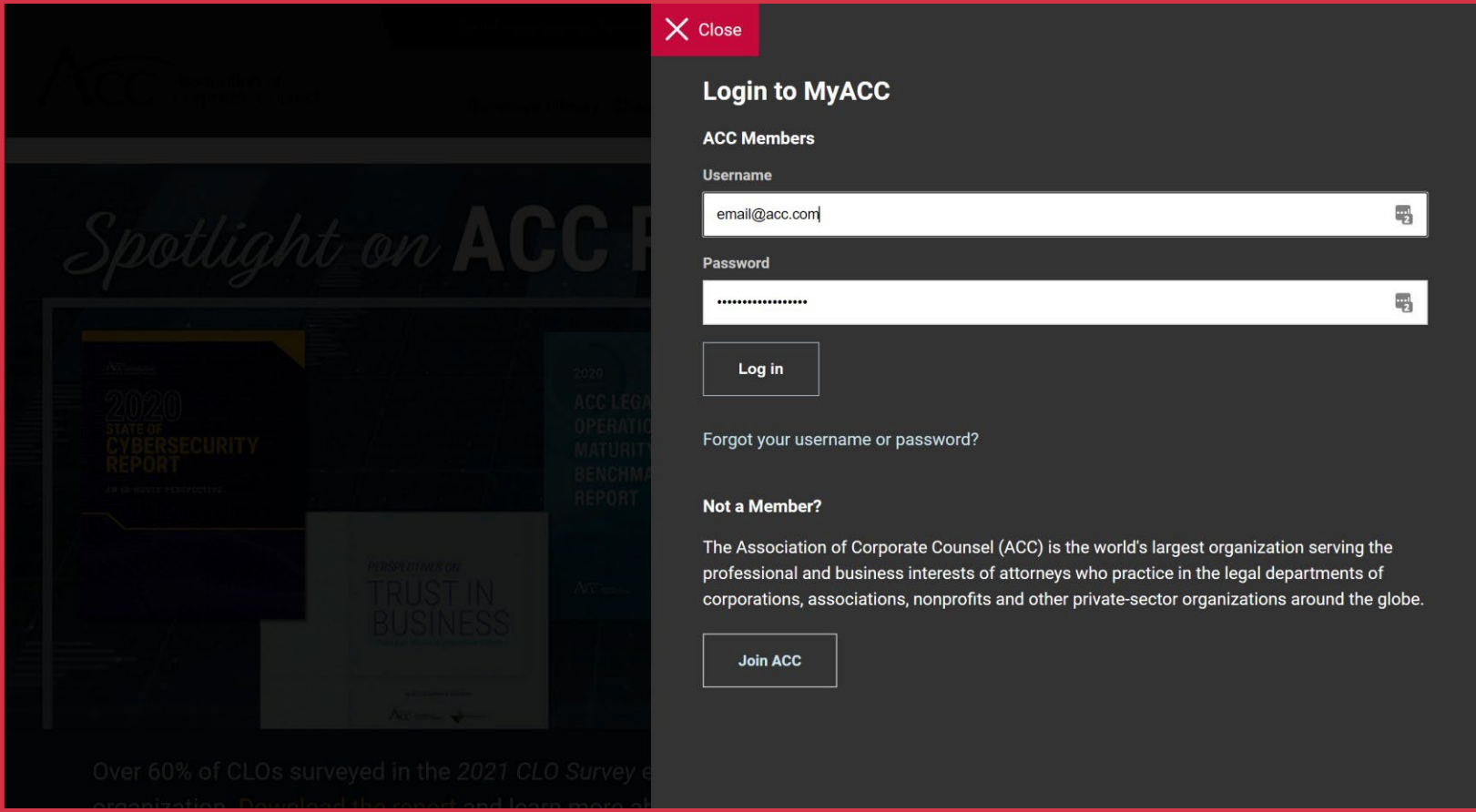
Step 1

- 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 website homepage. At the top, the ACC logo and tagline "By in-house counsel, for in-house counsel®" are visible. A navigation bar includes links for "Resource Library", "Chapters & Networks", "Education & Events", "Careers", "Services & Initiatives", "About ACC", and "Membership". In the top right corner, a "Member Login" button is highlighted with a red border. Below the navigation bar, a large banner titled "Spotlight on ACC RESEARCH" features 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 "Renew membership" button is also present. 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.



Close

Login to MyACC

ACC Members

Username

Password

Log in

Forgot your username or password?

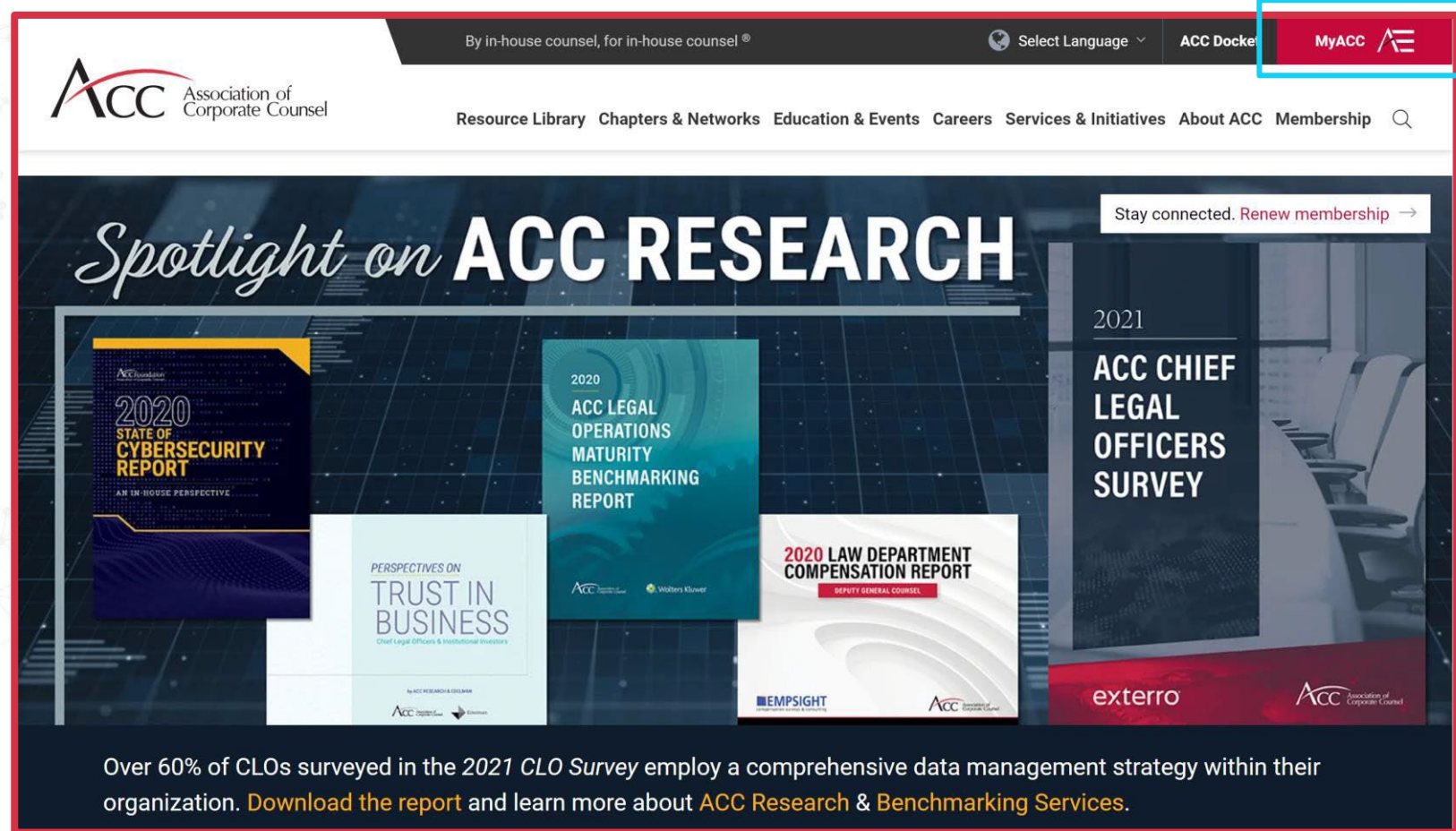
Not a Member?

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

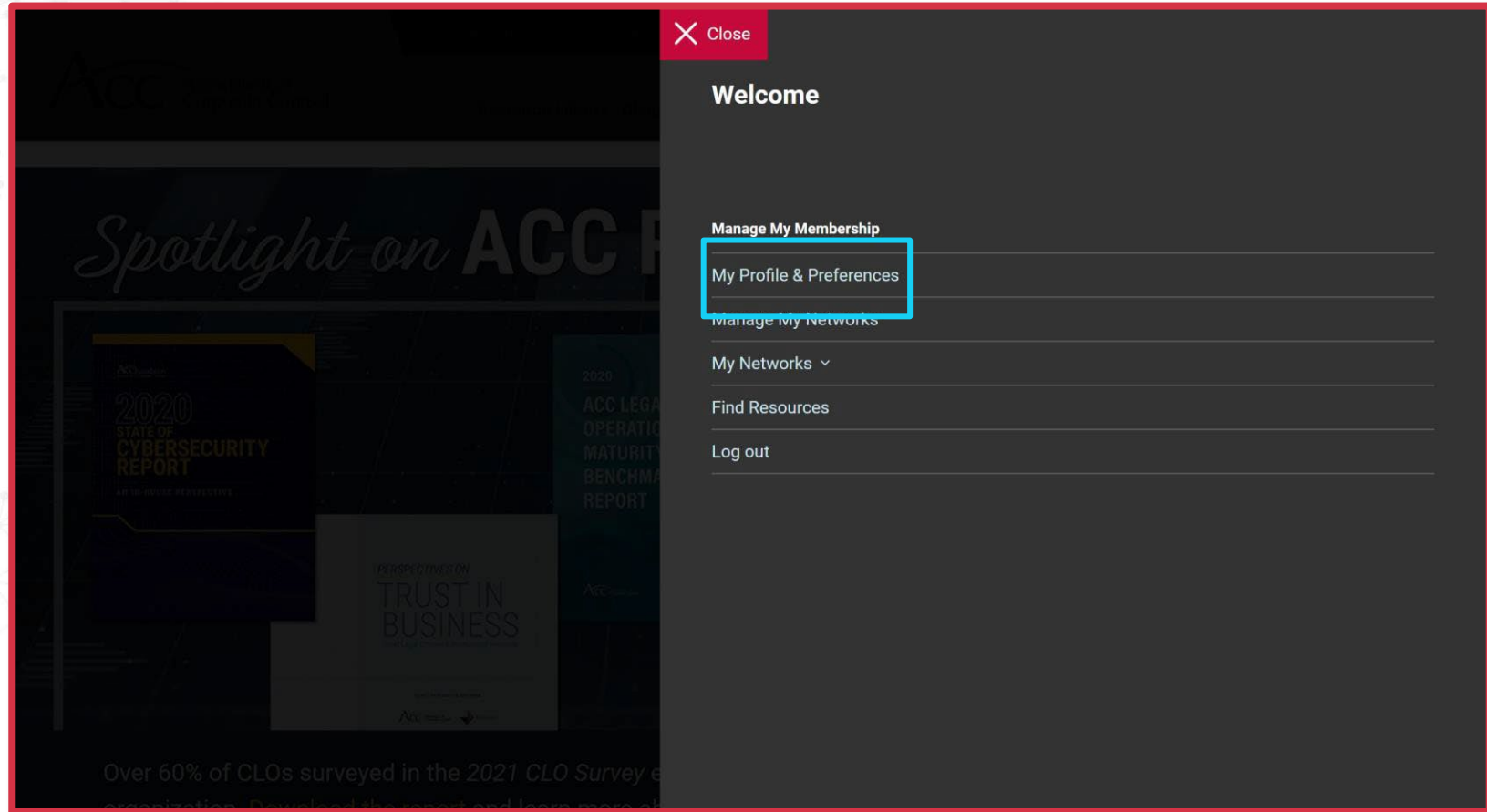
- Once you're logged in you will see **MyACC** in the top right-hand corner.
 - Click on this!



The screenshot shows the ACC website interface. At the top, the ACC logo and tagline "By in-house counsel, for in-house counsel®" are visible. A navigation bar includes links for "Resource Library", "Chapters & Networks", "Education & Events", "Careers", "Services & Initiatives", "About ACC", and "Membership". In the top right corner, a red button labeled "MyACC" with a user icon is highlighted with a blue box. Below the navigation bar, a large banner titled "Spotlight on ACC RESEARCH" features 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" link is also present. 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."

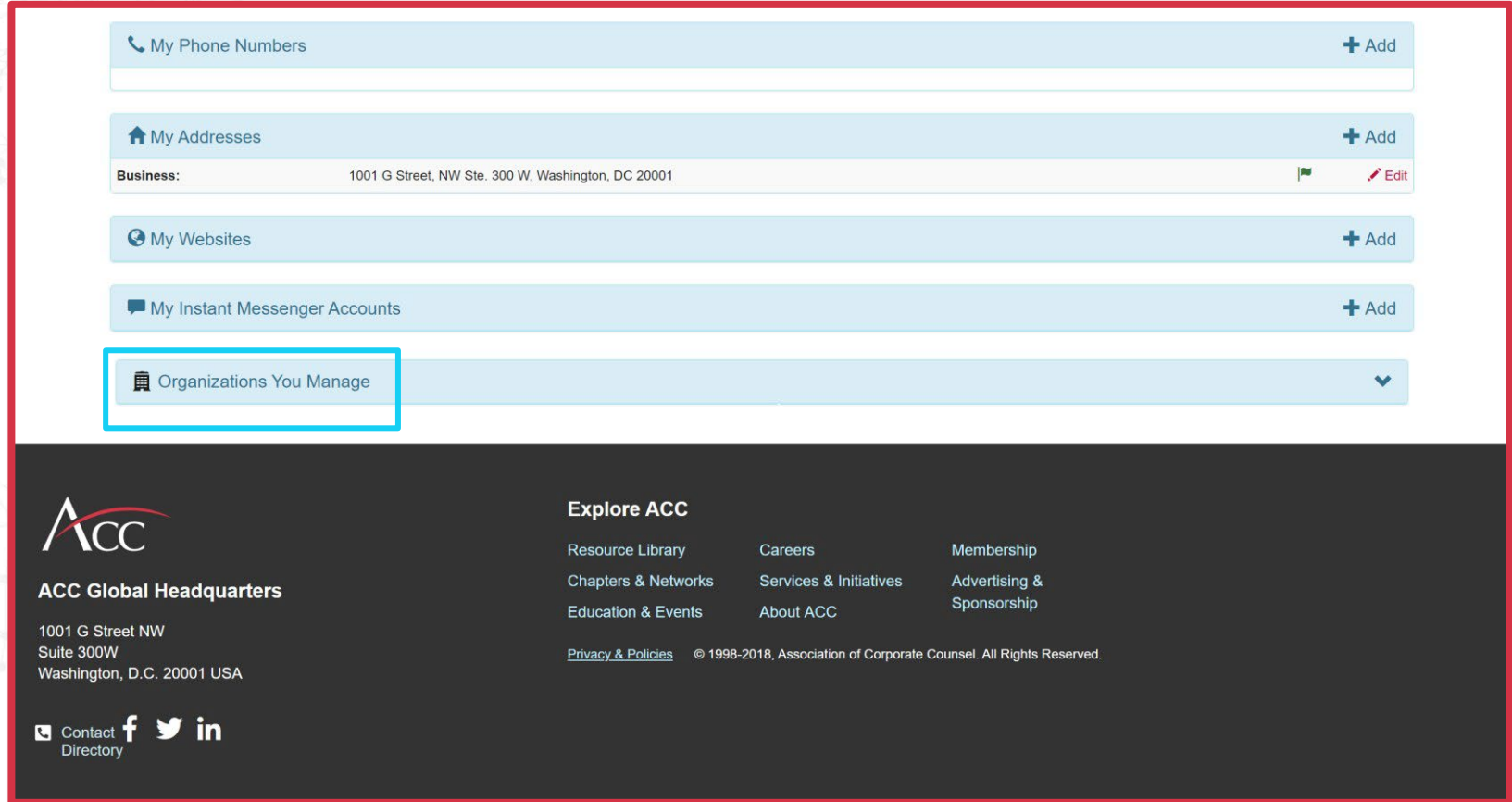
Step 4

- 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.



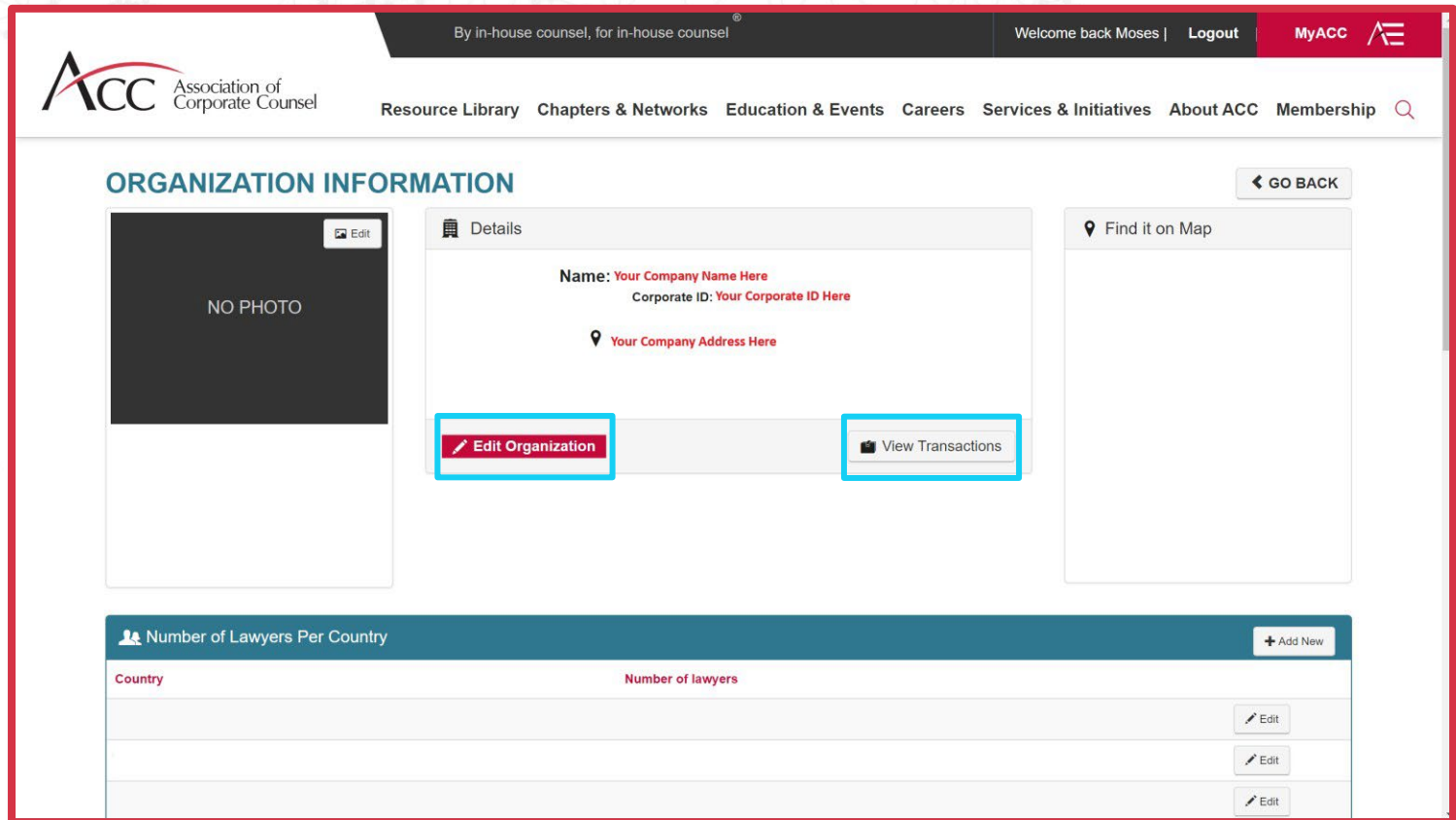
The screenshot displays the ACC user profile page. The top section contains five tabs: 'My Phone Numbers', 'My Addresses', 'My Websites', 'My Instant Messenger Accounts', and 'Organizations You Manage'. The 'Organizations You Manage' tab is highlighted with a red rectangular box. Below the tabs, the 'Business' address is listed as '1001 G Street, NW Ste. 300 W, Washington, DC 20001'. The bottom section of the page features the ACC logo, the text 'ACC Global Headquarters', the address '1001 G Street NW, Suite 300W, Washington, D.C. 20001 USA', and a 'Contact Directory' link. To the right, there is a 'Explore ACC' section with links to 'Resource Library', 'Chapters & Networks', 'Education & Events', 'Careers', 'Services & Initiatives', 'About ACC', 'Membership', 'Advertising & Sponsorship', and a 'Privacy & Policies' link. The footer includes the copyright notice '© 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
- ✓ Terminate a current member/remove them from your Membership Roster

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's a navigation bar with the ACC logo, the tagline "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 placeholder for a profile picture showing "NO PHOTO" with an "Edit" button.
- Middle Section (Details):** Contains fields for "Name: Your Company Name Here", "Corporate ID: Your Corporate ID Here", and "Your Company Address Here". At the bottom of this section are two buttons: "Edit Organization" (highlighted with a red box) and "View Transactions" (also highlighted with a red box).
- Right Section:** A "Find it on Map" section with a map placeholder.

At the bottom of the page, there is a table titled "Number of Lawyers Per Country" with an "Add New" button. The table has two columns: "Country" and "Number of lawyers". It shows three rows, each with an "Edit" button.

Country	Number of lawyers	
		Edit
		Edit
		Edit

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
<div>1 2 3 4 5 6 7 8 9 10</div>					
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

Adding a New Member

- 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
- Go to this link <https://app.smartsheet.com/b/form/6082bf7f14e248b0991c65e12d1231a1> and complete the form.

Organization Roster Export Roster to Excel 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	
	Tiffani	Corporate Member Employee	
	Charla	Corporate Member Employee	
	Abeer	Corporate Member Employee	
	Karina	Legal Operations Member	

Email Application Form

e-mail to:

Send

(Note: The modal is positioned over the bottom row of the roster, and a red arrow indicates the flow from the 'Email application form' button to the modal.)

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**

Edit Individual **Edit Relation**

Edit Individual **Edit Relation**

Edit Individual **Edit Relation**

Edit Individual **Edit Relation**

Edit Individual **Edit Relation**

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 right, there is a link 'Export Roster to Excel' and buttons for 'Email application form' and '+ Add New'. Below the header is a pagination bar with numbers 1 through 10, where '1' is selected. A table lists members with columns: Last Name, First Name, Member Type, and Organization Name. The members listed are Moustafa, Tiffani, Charla, Abeer, and Karina, all with the Member Type 'Corporate Member Employee'. To the right of each member's name are two buttons: 'Edit Individual' and 'Edit Relation'. The 'Edit Relation' button for Moustafa is highlighted with a red box. A red arrow points from this button to the 'Edit Roster' modal window. The modal window has a title 'Edit Roster' and a sub-section 'Termination Information'. It contains 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. 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		

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.

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.

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 or call 202-293-4103 x332