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 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).
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 website 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.
Step 3

• Once you’re logged in you will see **MyACC** in the top right-hand corner.
  • Click on this!
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.
What can you do in the portal as the Administrator?

1. Edit your organization's information (e.g., update your address)
2. Pay your current year's membership invoice online using a major credit card
3. Download your current Membership Roster in Excel format
4. Email a new member application form to an attorney in your organization
5. Add a new member to your Membership Roster
6. Terminate a current member/remove them from your Membership Roster
• 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** or **Edit Demographics**.

• 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.
Download Roster to Excel

- Towards the bottom 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.
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, they will be added to your membership.
- You will then see them listed on your Roster.
Manually Adding a New Member

• If you have all of 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).
Search Your Membership Roster

- Click the “Search Roster” button at the top of your Organization Roster
- This will allow you to search your member list by First Name, Last Name and/or Organization
- Click “Search” allow the results time to load
- You will see some names listed as “Corporate Member Employee” and others listed as simply “Employee.” Note that only “Corporate Member Employees” are receiving member benefits and taking up space on your membership roster.
Removing a Member from your Roster

- Individuals can easily be removed from your membership by clicking the “Terminate Relationship” button next to that person’s name.

- Once you click this button, it will take you to a secondary screen where clicking “Save” will officially remove that person from your membership. You’ll also have the option to cancel this action.
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.
Corporate Membership Ambassador Program

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!
Any questions or issues?

Please email the ACC Corporate Membership team

at: corporate@acc.com or call 202-293-4103 x360