



New AMS Portal Announcement

We are pleased to introduce you to APsAA's new (and much improved) Association Management System (AMS) portal.

Going forward, this portal will be where you can take care of APsAA transactions, including:

- Registration/payment for APsAA meetings
- Dues and Renewal payments
- Review committee assignments
- Review contact information, demographics, etc.
- Make a donation

Your first steps to using the AMS portal involve your password. Here are the instructions:

1. The first time you access the portal you must reset your password.

Please use this link:

<https://apsaa.users.membersuite.com/auth/portal-reset-password>

Access is based on the email address you currently have on file.

The requested UserID is your email address (do not enter the 'numerical' APsAA ID here).

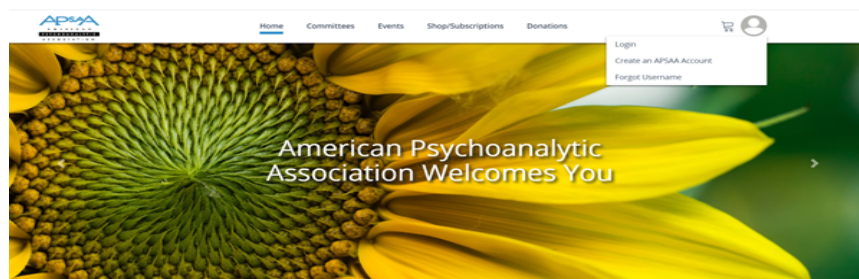
- **Note:** You are already in the system and access is based on the email address you currently have on file. If you enter an email address and nothing comes up for you, then please contact membership@apsa.org; you may have an old email address on file. Please do not create a new profile as it will not be linked to your membership.

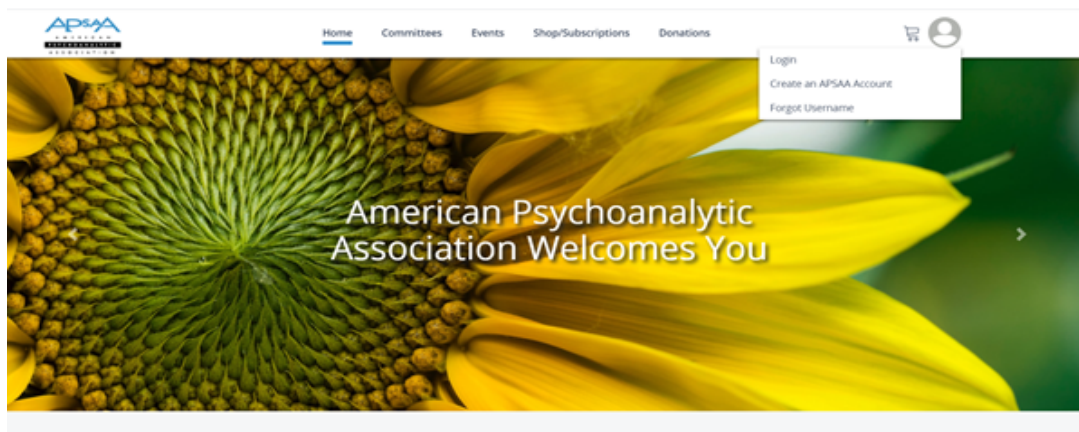
2. Once you have reset your password you can access the Portal by clicking this link and then clicking on the Head Silhouette to Login:

<https://apsaa.users.membersuite.com/home>

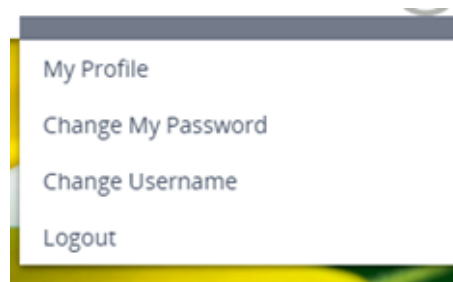
We recommend bookmarking this link for future access.

*Currently the new Portal is not connected to the apsa.org website.**





- Once you have logged in you will notice 3 icons on the upper right-hand side of your screen. Clicking on the Head Silhouette you will get the following:



- The second Icon is a Bell and will display (as the image when it is time for you to Pay your dues/Renew. The third Icon is a shopping cart and will be used in the future.



APsaA emails (dues invoices, statements, etc.) generated directly by the new AMS system will be sent **FROM: American Psychoanalytic Association** <messages@app.production.membersuite.com>

This email address is NOT spam - please do not report it as junk/spam but add it to your email accept list.

*Please note: this portal does not currently link to the APsaA website; in the future, there will be more technology upgrades which includes the APsaA website (apsa.org).

We thank you for your patience as we make these important changes and hope you find the new portal a convenient way to take care of your APsaA transactions. In the meantime, feel free to provide APsaA staff with any feedback you have concerning the new portal by emailing info@apsa.org.

American Psychoanalytic Association | apsa.org

