

# ACCE E-Tour Fast Facts www.acce.org

#### Log into the ACCE website:

- To access most ACCE member resources, you'll need to log into the home page of the website, www.acce.org, in the upper right-hand corner.
- To do so, you'll need your ACCE username and password. Every chamber staff person should have their own ACCE login.
- If you've forgotten your login info, we'll look it up for you. Click on the login button (righthand corner of home page), and then click where indicated to retrieve your information.
   For help, contact us at <u>Ask ACCE</u>.

#### **Update your ACCE information:**

- To access your account, log into <u>www.acce.org</u>, select "My Account," and view the options. (Note: Some pages show a "Menu" from which you can select "My Account")
- Org Admins can click on "UPDATE My Chamber's Staff" to add staff members.
- In "My Account," you can also view event registrations, access purchased e-courses, update personal information, search the ACCE member directory, change email subscriptions, and more.
- Click on "My Membership" to change your login, professional interests, or update contact info.

### **Get the information you need:**

- HERO (Help, Expertise, Resources, Online):
  Click on <u>Information</u> from the home page.
- Portal for <u>Chamberpedia</u>, <u>Dynamic Chamber</u>
  <u>Benchmarking</u> with the Operations and Salary
  Surveys and Reports, the <u>Samples Library</u> of
  4,000+ documents, Toolkits, QuickPolls,
  reports, *Chamber Executive* magazine, and
  more.
- For questions often asked by members, see our <u>FAQs</u>.
- Or, ask us directly! Use <u>Ask ACCE</u> and our reference desk will reply within 24–48 hours.

## Check out other ways to learn and connect:

- From ACCE's home page, click on <u>Professional</u>
   <u>Development</u> to access all <u>e-courses</u>, <u>webinar</u>
   <u>recordings</u>, events & <u>Annual Convention</u>
   (#ACCE18 Des Moines) info, and more.
- Select <u>Networks</u> for information about Divisions (for all chamber staff) and Community Peer Groups (for chamber CEOs).
- Check out our <u>upcoming events</u>! You can get to a complete list by scrolling to the end of our home page.
- For information on retirement and insurance plans, see ACCE's <u>Fringe Benefits</u> section.

#### Contact us!

- Get help through Ask ACCE.
- Visit our resources under <u>About</u>, including ACCE's <u>Staff Directory</u>, <u>Board of Directors</u>, 100+ year <u>History</u>, <u>Horizon Investors</u>, <u>All</u> ACCEss Pass membership, and more.

We always look forward to serving you at ACCE! Thank you for being a member!