



AFCEA Corporate POC Instructions

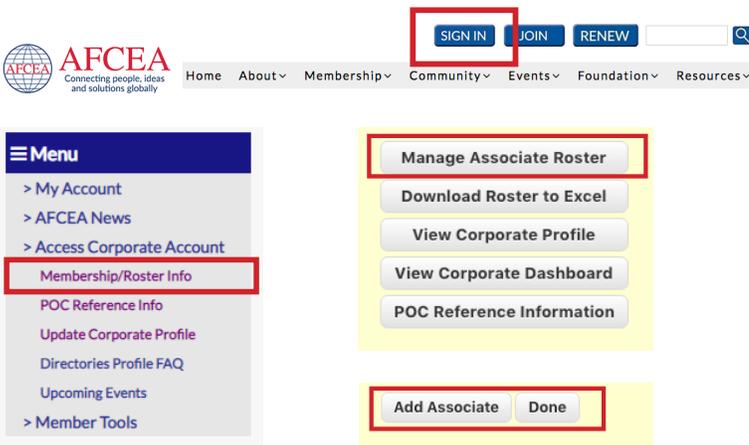
As your company's AFCEA corporate membership point of contact (POC), you ensure the association is kept up to date about changes in your organization. In addition, by keeping your corporate profile accurate, you make sure potential military, government and industry clients have the information they need to reach out to your company. You are an important part of making sure your company gets the most out of its investment in AFCEA.

YOUR PRIMARY TASKS

Fill and update your company's corporate associate roster.
Keep your company's free corporate profile up to date in the online Corporate Directory.

CORPORATE ASSOCIATE ROSTER

As a member of AFCEA, your organization is entitled to a specific number of individual AFCEA memberships. These corporate associates are entitled to the same benefits as AFCEA individual members, including a subscription to *SIGNAL* Magazine, free AFCEA chapter membership, discounts on conference rates and opportunities to join AFCEA's thought leadership committees.

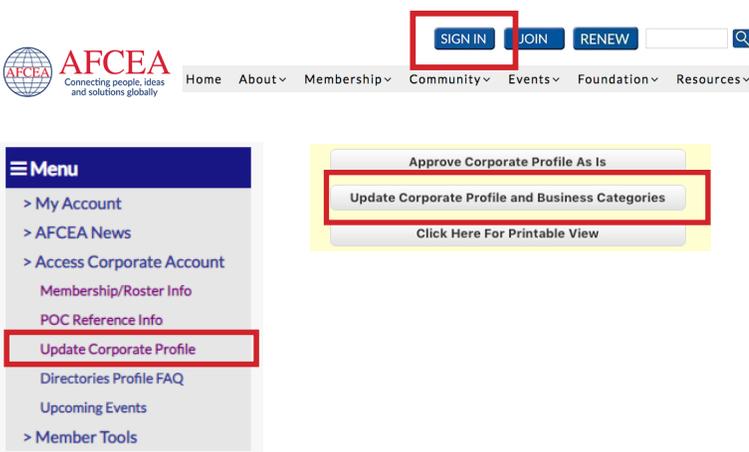


TO UPDATE YOUR CORPORATE ASSOCIATE ROSTER:

- 1 Log into the AFCEA portal using your POC login information. www.afcea.org/portal
- 2 Click on Access Corporate Account > Membership/Roster info > Manage Associate Roster.
- 3 Review current associate members and edit/remove inaccurate information.
- 4 Scroll to add new corporate associate members' information.
- 5 Scroll to end of page and click Add/Done.

CORPORATE PROFILE

Thousands of potential clients and partners access the AFCEA Corporate Directory each month. Keeping your company's information current ensures they understand your products/services and know the best way to contact the right people.



TO REVIEW/UPDATE YOUR CORPORATE PROFILE:

- 1 Log into the AFCEA portal using your POC login information. www.afcea.org/portal
- 2 Click on Access Corporate Account > Update Corporate Profile > Update Corporate Profile and Business Categories
- 3 Review the profile and correct/add information
- 4 Enter/change corporate information > click on Next
- 5 Choose appropriate business categories > click on Next
- 6 Enter NAICS codes > click on Finish

You are an important part of making sure your company gets the most out of its investment in AFCEA. Our goal is to make this responsibility as easy as possible.