



WWW.ASACOLORADO.COM

ASAC MEMBER LOGIN SET UP INSTRUCTIONS AND FAQ'S

INSTRUCTIONS

1. Go to www.ASAColorado.com
2. Across the top of the home page are 9 pages: 1) About Us 2) Membership 3) Leadership 4) Advocacy 5) Calendar 6) Safety 7) Education 8) Women of Construction 9) Workforce Development, click on the Membership Page, #2, select from the drop down, Membership Directory.
3. Locate your company membership listing and NOTE the primary contact email address, this is the address you MUST use to initially set up a password/login to the Member Resources section of the website.
4. Return to the homepage by clicking the ASAC logo in the upper left-hand side of the page.
5. In the upper right-hand corner of the home page you will see a 'button' that reads MEMBER LOGIN, click on the MEMBER LOGIN button.
6. You are now on the 'Member Log-in' Page.
7. *THIS IS AN IMPORTANT STEP*
Enter the email address that was listed on the member company directory.
8. Click on the 'Request Password' bullet. An email will be sent to the email address that was listed on the member company directory with a temporary password.

FAQ's

1. Once you have a temporary password, you can change it to a password of your choosing.
2. Once you have logged in you will see 5 tabs on the Member Log-In page
 - a. About – check the information for accuracy and the LAST ITEM is 'Change Password'
 - b. Profile - spend some time on this tab, providing information that promotes your company. BE SURE to list your social media links, this will boost SEO and make you/your company more accessible.
 - c. Additional – add additional users and company locations
 - i. Only a single individual will have access to the 'About, Profile, 'Deal', tabs of the Member Log-in
 - ii. A member company can list as many locations and individuals as determined. YOU CAN CHOOSE whether these individuals appear on the Member Directory or whether you only want them to have access to the member resources and information.
 - d. Deal – set up special promotions, an especially valuable feature for ASSOCIATES AND PROFESSIONAL MEMBERS
 - e. Sign out

QUESTIONS

1. Contact ASAC office at 303.759.8260 or email DScifo@ASAColorado.com