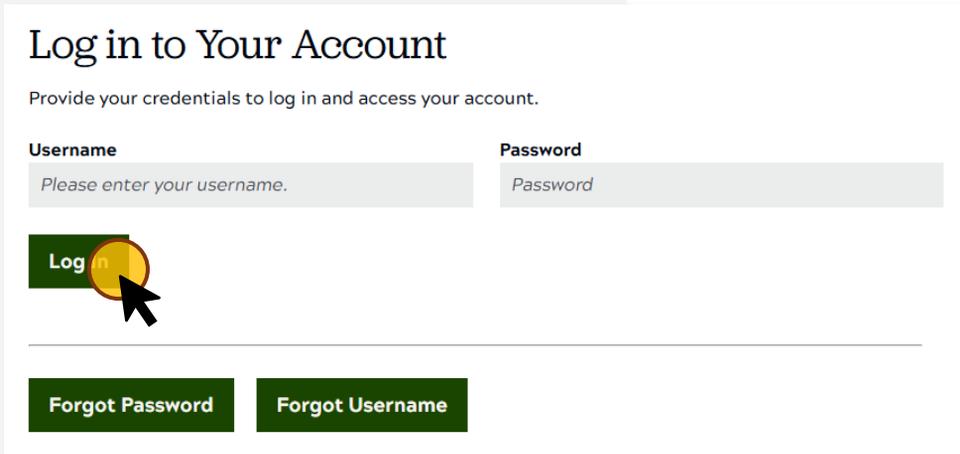
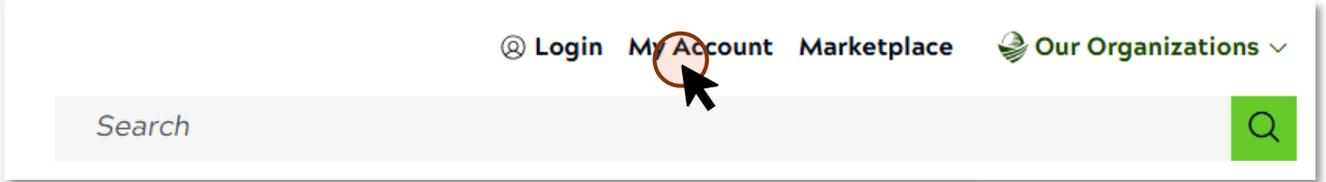
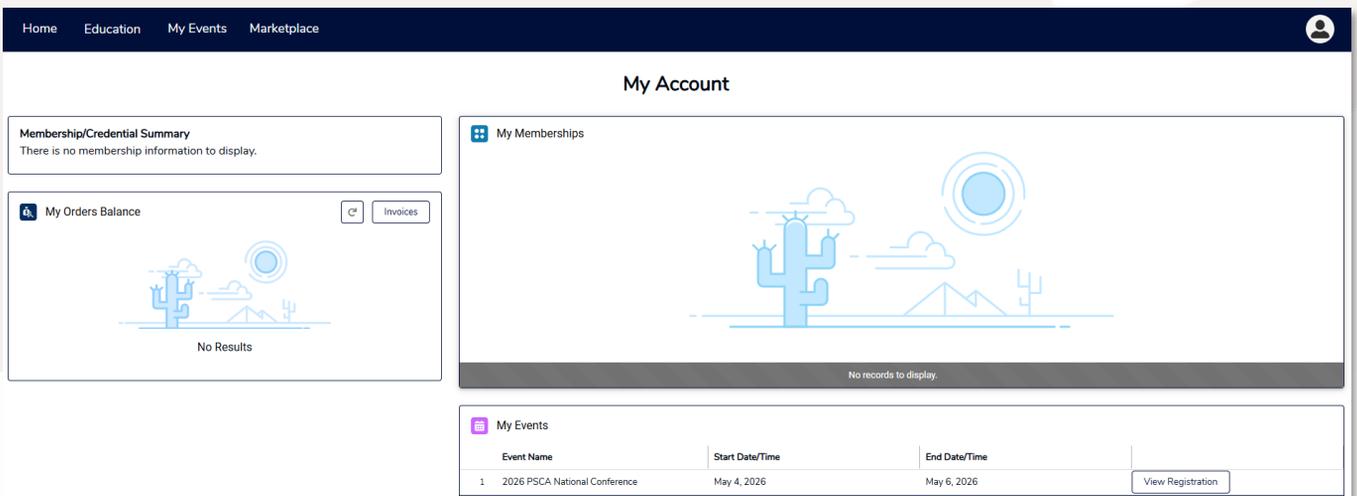


Navigating My Account

- 1 Access your account by navigating to [ASPPA](#), [NAPA](#), [NTSA](#), or [PSCA](#), and select **My Account** from the top menu bar. Enter your **Username** and **Password**, and then select **Login**.



- 2 Welcome to your new My Account Page.



Navigating My Account: Home

3 What is my home screen telling me?

Membership/Credential Summary
There is no membership information to display.

This section will show all Active Memberships and Credentials

My Orders Balance 🔄 Invoices



No Results

This section will highlight and allow you to easily pay any open orders or balances on your account.

My Memberships

ASPPA Membership
Active



Paid Through Date: 12/31/2026

This section will display your membership badges

My Events

	Event Name	Start Date/T
1	2026 NAPA 401(k) Summit	Apr 19, 20

This section will your events and allow you to quickly view your registration details

Navigating My Account: Menu Bar

4 Navigating the **Menu Bar**.



Navigation Notes

Home – will always bring you back to My Account Homepage

Education – houses all items related to education, CE, renewal cycles. You will find **Access My Learning, Transcripts and Exam Results, Credentials Dashboard, Self-Report CE, and Access ERISA Outline Book**

My Events – a place to access information on upcoming registered events (i.e. Conferences) and show passed events attended as well.

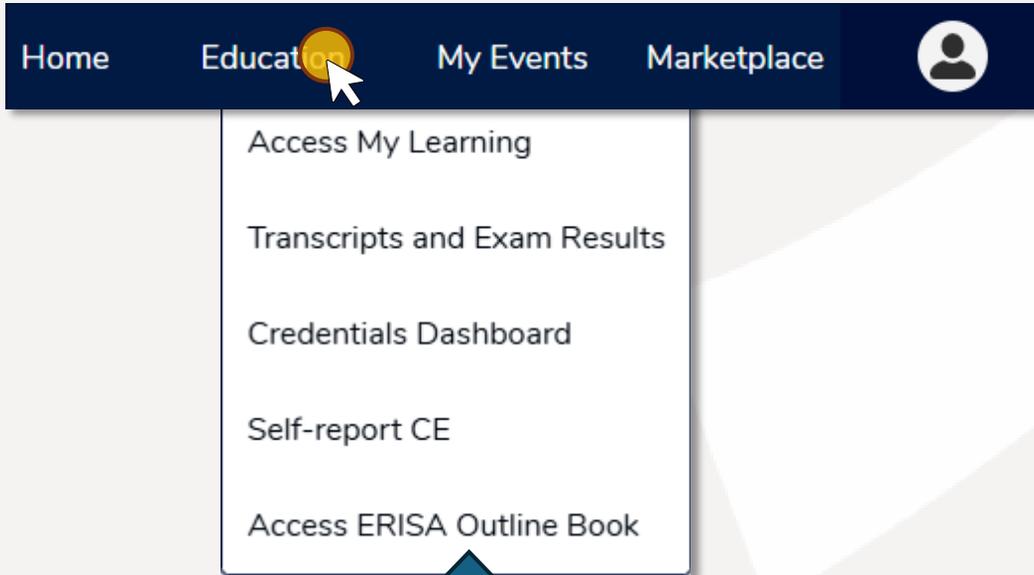
Marketplace – this is where purchases can be made for education products, exams, webcasts, surveys, quizzes, and more.



My Profile Icon – by hovering on this icon you can access your **Profile, Change Password, Reset Username, Change Company, Orders & Receipts, Access My Learning, Logout**

Navigating My Account: Menu Bar > Education

5 Navigating the **Menu Bar > Education**



Access My Learning – by selecting this menu option you will be directed to the Learning Portal. A prompt will be provided if you have an enrollment code to enter, if not, leave blank and progress to your Learning Activities Dashboard to access your webcasts, credential prep courses, practice exams and more.

Transcripts and Exam Results – by selecting this menu option you will be able to view your CE activity, generate CE Transcripts, generate current cycle CE progress documents. Use the standalone Job Aid for [CE Transcripts](#), and [Credential Renewal Process](#), to learn more about this menu option.

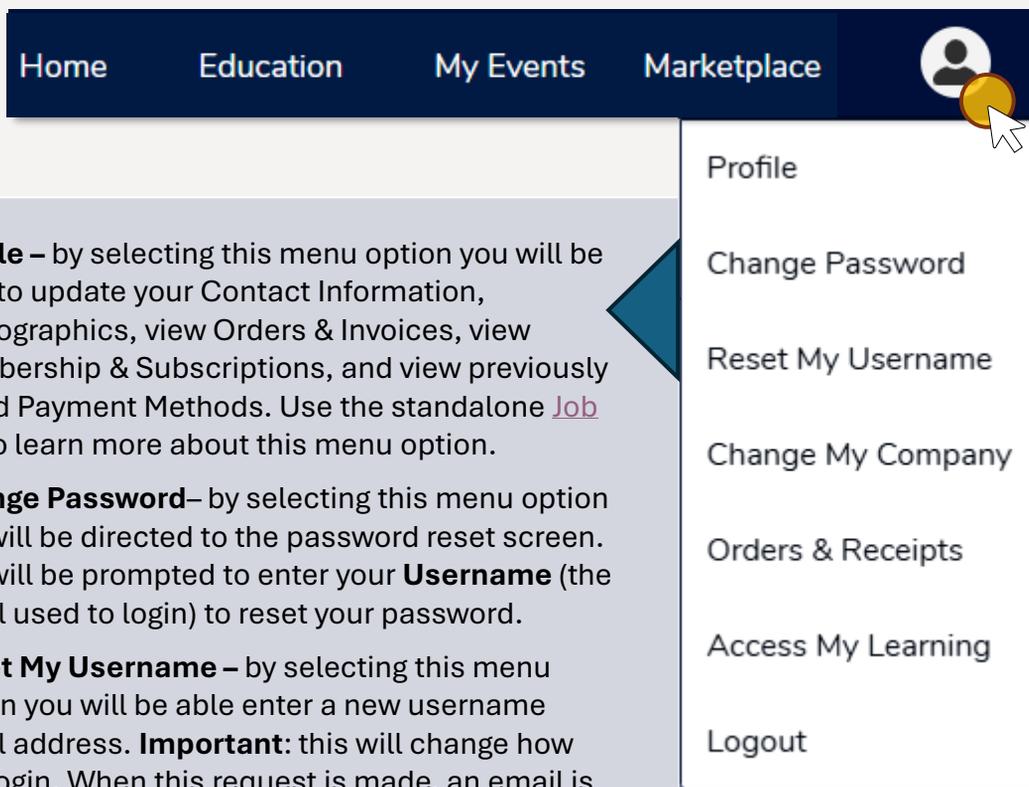
Credentials Dashboard – by selecting this menu option you will be able to select an active credential. You will be able to see At-A-Glance how much CE is required, How much was earned in each category, and when the CE cycle ends. Use the standalone [Job Aid](#) to learn more about this menu option.

Self-report CE – by selecting this menu option you will be able to report CE earned outside of ASPPA, ASEA, NAPA, NTSA, and PSCA. Use the standalone [Job Aid](#) to learn more about this menu option.

Access ERISA Outline Book – by selecting this menu option you will be directed to the EOB login landing page. (**Please Note:** you must have an active subscription to access the EOB).

Navigating My Account: Menu Bar > My Profile

5 Navigating the **Menu Bar > My Profile**



Profile – by selecting this menu option you will be able to update your Contact Information, Demographics, view Orders & Invoices, view Membership & Subscriptions, and view previously saved Payment Methods. Use the standalone [Job Aid](#) to learn more about this menu option.

Change Password– by selecting this menu option you will be directed to the password reset screen. You will be prompted to enter your **Username** (the email used to login) to reset your password.

Reset My Username – by selecting this menu option you will be able enter a new username email address. **Important:** this will change how you login. When this request is made, an email is sent to both your current and updated email addresses. **Pro Tip:** this option is useful if you have moved companies and no longer have access to the old account.

Change My Company – by selecting this menu option you will be able to request a change to the company currently listed on your account. Follow the on-screen instructions. **Important:** this process can take up to three (3) business days to process.

Orders & Receipts – by selecting this menu option you will be directed to the view your orders and receipts. Instructions on how to navigate are available on the page. Use the standalone [Job Aid](#) to learn more about this menu option.

Access My Learning – by selecting this menu option you will be directed to the Learning Portal. A prompt will be provided if you have an enrollment code to enter, if not, leave blank and progress to your Learning Activities Dashboard to access your webcasts, credential prep courses, etc.

Logout - by selecting this menu option you will be logged out of your account.