

Free AIA online account gives you **streamlined access** to multiple online applications to manage your relationship with AIA. You don't need to remember multiple user IDs and passwords. All you need is your e-mail address and one password.

AIA Members

- As a member, your online account has been set up automatically even if you have not accessed online applications.
- With your online account you can access:
 - » AIA.org Member-Only Content
 - » Online Membership Renewal
 - » Online Store Purchase (10% Discount for Members)
 - » AIA Contract Documents Purchase
 - » Meetings and Events Registration
 - » Member Communities (Coming in July 2010)
 - » Continuing Education System (Coming in September 2010)

Component Users

- Your online account lets you access following applications to support your work at a local component:
 - » AIA SharePoint Portal (portal.aia.org)

Continuing Education Providers

- Continuing education providers need to have online accounts in order to access the new Continuing Education System (CES) scheduled to be introduced in September 2010.

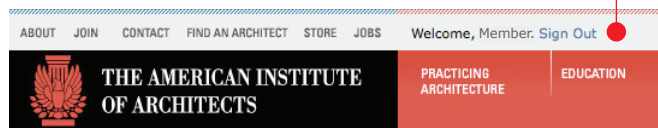
Online Account Sign In and Sign Out

- To sign in, click **SIGN IN** at the top of any page on the AIA.org site.



- Enter your registered e-mail address and associated password, then click [Go] to sign in.

- Once you sign in, your name appears at the top of any page on the AIA.org site to indicate that you have signed on to the site.
- Click **SIGN OUT** to sign out of the site.



- To receive 10% member discount on online purchases or renew your membership online, you must sign in to the AIA.org site as a member using your online account.
- If you encounter any problem during sign in process, please call Information Central at 1-800-242-3837 for assistance, or try resetting your password (see right for instructions).
- If you are an AIA Member, please **do not** create a new online account on the site. As a member, your account is created automatically.

Create New Account

- If you are an AIA Member, please **do not** create a new online account on the site. As a member, your account is created automatically. If you have any issue with your online account, please contact Information Central at 1-800-242-3837.
- To access a page to start new account creation process, click **SIGN IN** at the top of any page on the AIA.org.
- Click [New Visitor Registration](#) link towards the end of the second paragraph of the page.
- On the next page, enter your e-mail address to ensure that an account associated with the e-mail does not exist already. Click [Go] to submit your e-mail address.

Have an account already?

Please enter your email address below to see if your record exists in our system. If you have forgotten your password, you may request a new one.

E-mail address:

- If your e-mail address does not exist in the system, click [Register Now] button and follow instructions on the screen to provide necessary information for new account creation. Fields marked in bold are required.
- If your e-mail address exists in the system, you will be given options to sign in or reset your forgotten password.
- If you have any issue with the new account creation process, please contact Information Central at 1-800-242-3837 for assistance.

● Forgot Your Password?

- Go to the sign in screen by clicking **SIGN IN** at the top of any page on the AIA.org site.
- Click [forgot your password](#) link below the login form.
- Enter your registered e-mail address and click [Go].

Forgot your password?

No problem. Enter your e-mail address below. Then check your e-mail for a message that includes a link to change your password.

Email Address

Go

- Once you successfully submit your e-mail address, you will receive an automated e-mail with instructions to change your password. Click on the link in the e-mail message to open a page to change your password.
- On “Change My Password” page, enter your new password, confirm it and click [Change Password] button.
- After you change your password, you will be re-directed to the sign in screen. Use your new password to sign in.
- If you encounter any problem while changing your password, please call Information Central at 1-800-242-3837 for assistance.

● Register Your E-mail Address

- If you are a member and your e-mail address is not registered, please call Information Central at 1-800-242-3837.
- An Information Central specialist will assist you to add e-mail address to your online account.
- If you are an AIA Member, please **do not** create a new online account on the site. As a member, your account is created automatically. If you have any issue with your online account, please contact Information Central at 1-800-242-3837.

● Upcoming Online Features

● Member Communities

Scheduled Launch: July 2010

The new Member Communities will be a centralized online meeting place and information exchange hub for AIA members.

The new system utilizes a variety of widely familiar, usual and customary online information tools, to provide Member Community contributors with the means to explore and share relevant knowledge, skills and experience.

You will be able to use your existing online account to access new Member Communities.

● Continuing Education System

Scheduled Launch: September 2010

The new CES allows streamlined access to course registration and transcript services.

The new system will be a single resource for educational providers to offer their courses to AIA members, for members to search and register for those courses, and for AIA staff to administer and approve input from both providers and members.

You will be able to use your existing online account to access new CES.

● Contact Information

● Information Central

Phone: 800-242-3837 or 202-626-7300

Fax: 202-626-7547

E-mail: infocentral@aia.org

Hours: 8:30 a.m. to 5 p.m. ET, Monday through Friday