



Leaders in Aging Well at Home

Instructions for Updating Your USAgging Membership Profile

USAgging's website offers you enhanced access to your account information, transactions and benefits. If you have forgotten your password or are logging in for the first time, you can reset your password using the steps below.

Set Your Password (Required)

1. Go to www.usaging.org. The member-login boxes are in the top right corner of the homepage. Click the "Forgot Password?" option just below.
2. Enter the email address USAgging has on file for you. Shortly, you will receive an email at that address with a temporary password. Return to the homepage and use your temporary password to log in.
3. This will bring you to the "My Profile" page. Scroll down and create a personalized password for your USAgging account. **Be sure to hit the "Save Changes" button at the bottom!**

To ensure you are making the most of your membership benefits, please also take a moment to confirm your contact and staff information.

Confirm Contact Information (Highly Recommended)

1. While you are in your profile, review it carefully and make any updates. **Save your changes.**
2. Take a moment and select "My Organization" from the left-hand navigation to ensure that USAgging's data on your agency is correct. **Save any changes you make.**

Add Staff to Your USAgging Account (Highly Recommended)

For Primary Members, the agency director is our primary point of contact, but the director may appoint an "Affiliate" who can update organizational contact information and pay dues, as well as up to 10 "Representatives" who will receive USAgging's newsletters, policy communications and more. Associate Members may appoint five additional staff members to receive benefits.

While you are in your agency profile, select "My Staff" tab from the left-hand navigation. Input contact information for designated staff members. Staff may later use the "Forgot Password?" option to customize their own passwords.

You're all set! Now explore usaging.org and discover members-only resources like our...

- [Preferred Providers](#) to save your agency money

- [AIA clearinghouse](#) of winning programs to get inspired by your colleagues
- Upcoming [educational conferences](#), [training](#) resources, and [funding](#) and [job](#) opportunities
- [Advocacy](#) efforts, recent [publications](#) and [initiatives](#) to support our members' critical work with older adults and caregivers!

Need help? Contact Connor Kelly, ckelly@usaging.org or 202.872.0888.