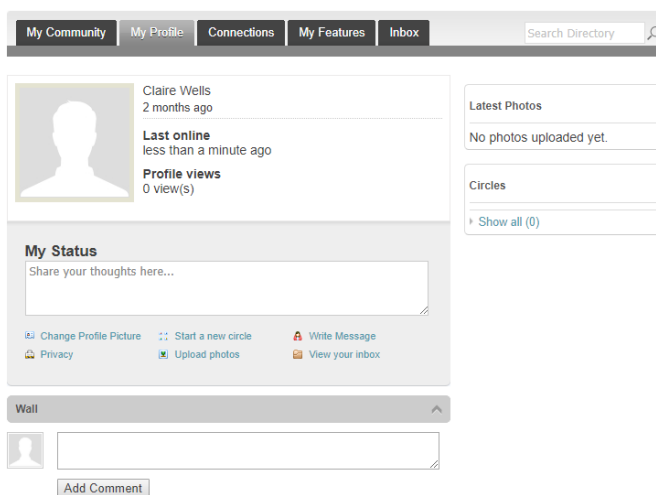


## Creating Your MemberClicks Profile and Viewing Your Messages, Invoices, and Form Submissions

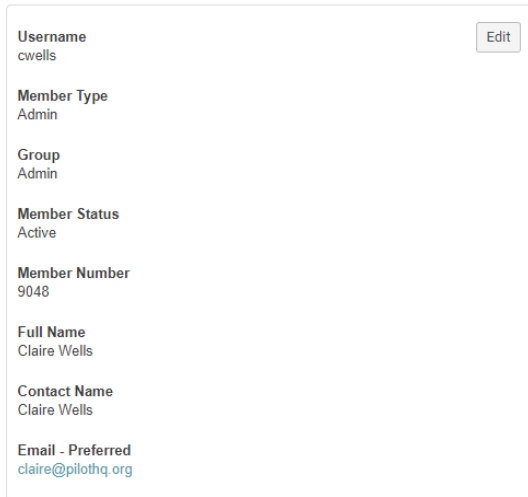
1. To log into MemberClicks, click on “Member Login” on the top right-hand corner of the Pilot International website homepage.
2. Your username is either a four-digit pin number or your first and last name, all lowercase.
  - a. If you do not know your username, contact Membership Specialist Claire Wells at [claire@pilothonline.org](mailto:claire@pilothonline.org) or 478-477-1208.
  - b. For privacy purposes, we can only give login information to the member if they personally request this information***
3. If you do not know your password, click “forgot my password” and enter the email address you use to receive information from Pilot International Headquarters.
  - a. You can also contact Membership Specialist Claire Wells at [claire@pilothonline.org](mailto:claire@pilothonline.org) or 478-477-1208 and she will send you a password reset link to your email.
4. When you have successfully logged in, this will appear.



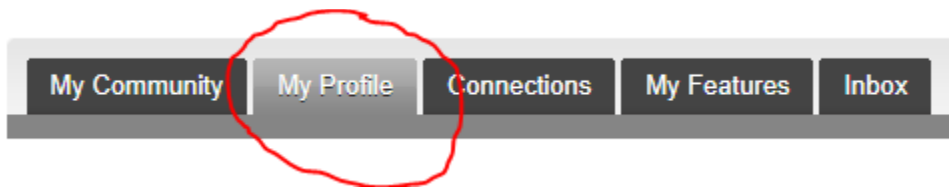
5. Click on “My Profile” and the following will appear



6. Scroll down and you will see the following



7. Click the “edit” button and edit an errors you see then save it
8. If you wish to add a profile picture, go to “my profile” and hover over it
  - a. A dropdown menu will appear and click “change profile picture”



- b. Click on the generic photo and choose the photo you wish to use from your computer

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#### Change Profile Picture

Click on the picture below to upload, edit or delete your avatar.



- c. It may take a while for your profile picture to appear on your profile
9. To view your message history, hover over “my profile” and click “message history” from the dropdown menu
  - a. Emails sent to you from HQ, messages you’ve sent to other Pilots, and password reset messages will appear here

- b. You can click on the email you received from HQ and view its content
10. To view your invoices, hover over “my profile” and click “invoices” from the dropdown menu
- a. Invoices generated for annual dues and other financial items will appear here
11. To view your form submissions, hover over “my profile” and click “submissions” from the dropdown menu
- a. Volunteer hour form submissions will appear here