

Website Tutorial for Members

Georgia Association of Public Pension Trustees

To help GAPPT members understand their administrative capabilities on the GAPPT website, please see the below information. For additional assistance, please contact Sue Reynolds at execdirector@gappt.org.

Step One: Sign in to the **GAPPT website** using your username and password.

Step Two: On the Member Landing page, click on the **My Profile / My Features** link to access your profile.

Sample Member Landing Page

Welcome to the GAPPT Member Landing Page

Thank you for being a member of the Georgia Association of Public Pension Trustees. As a GAPPT member, you can use the below links to access the following:

- **My Profile / My Features:** View your GAPPT profile page, and access the following tabs:
 - **My Profile Tab:** Click on the drop down tabs to upload a profile picture, change your password, and update contact preferences. Members can also view their message history, invoices, and form submissions.
 - **My Features Tab:** *Are you a member of a GAPPT Standing Committee?* Clicking on the Committees drop down tab will allow you to send messages to your committee members, see their individual profiles, and review any downloaded committee documents.
- **Website Tutorials:** Learn more about the GAPPT website. Available for *all GAPPT members* and for *Plan Sponsor Key Members*.
- **Member Directory:** Scroll through a list of your fellow Plan Sponsor and Affiliate members. A member search is conveniently included in the "Quick Links" section, (located on the right side of all webpages).
- **Requests for Proposals:** Access RFP's from our Plan Sponsor members.
- **Committee Interest:** Learn about the Standing Committees and complete the [Committee Interest Form](#).
- **Upcoming Events:** Scroll through the dates of our future GAPPT events and add them to your calendar.

Sample Individual Profile Page

Username [Redacted] Click on the "edit" button to update your individual profile information.

Expiration Date
03/31/2021

Join Date
03/31/2017

Member Type
Plan Sponsor Contact

Member Status
Active

Full Name
[Redacted]

Contact Name
[Redacted]

Organization [Redacted] For Plan Sponsor Members Only: Click on your organization's name to see your plan's profile, including your organization's "Key Member".

Email - Email
[Redacted]

Phone - Phone 1
[Redacted]

Address - Address
[Redacted]

Committee Interest
Program Committee
Rules Committee

CRPF Certification Earned
Yes

CRPF Certification Expiration Date
03/31/2020

CRPF Certification Status (Fee) [Redacted] Your CRPF status is listed here. Fees are automatically included during the membership renewal process.
Active

CRPF Recertification Requirements - Submitted [Redacted] Your submitted CRPF requirements are listed here for your reference.
2018 Recertification Fee
2018 CEU Verification Form
2019 Recertification Fee
2019 CEU Verification Form
2020 Recertification Fee

CRPF/CPPT Course Completion Date (Advanced)
03/23/2016

CRPF/CPPT Course Completion Date (Basic)
03/25/2015

GAPPT Board/Committee Chair Position
[Redacted]

Position Title
[Redacted]

Preferred Method of Contact
Email

Step Three: Your individual profile page lists important details such as your contact information, committee interest, and CRPF status.

Sample My Profile/My Features Dropdown Menu

My Profile **My Features** Search Directory

- Your Organization
- Change Profile Picture
- Change Password
- Contact Preferences
- Message History
- Invoices
- Submissions

Username [Redacted]

Under the "My Profile" tab, a drop down menu allows you to see your organizational profile, change your password and contact preferences, and view your message history. If you submitted a form or have an invoice, you can also see these transactions.

Step Four: Clicking on the dropdown menus under the My Profile tab to see access and view additional information on the website.

Plan Sponsor Members Only: The organization's profile page can be accessed through the dropdown menu or by clicking its name on your individual profile page. The organization profile page will list the plan's "Key Member". Key Members are responsible for renewing the organization's GAPPT membership dues and can register multiple members for educational events.

My Profile **My Features** Search Directory

- Committees

Members of a GAPPT committee can access their area through the "Committees" drop down tab located under the "My Features" tab. Members are able to access downloadable documents within their committee area and see committee messages.

We hope this tutorial has helped guide you through the GAPPT website. Please feel free to contact Sue Reynolds at execdirector@gappt.org with any questions or for further assistance.