



Association of County and City Information Systems

Member Registration Info

- We know many of you do not have a work credit card, we don't either. If this is true for you, we are asking that you consider using a personal credit card and get reimbursed from your organization. Your volunteer board thanks you!
- One "Primary Member" (paid member) is required for each organization. The Primary Member may add up to 25 "associate members" (free members).
- All updates to an organization's membership list must be made by the Primary Member. This includes updates to names, email addresses, and Listserv preferences.
- Once a member has been added to an organization, an automated email message will be sent which contains the link to the Members' site as well as the member's username and initial password.

NOTE: All member accounts are derived from the member's organization email address.
(e.g. 'johndoe@mycity.org' → 'johndoe@accis-wa.org')

- Changing an existing member's email address will be interpreted by the system as the deletion of a member. Should this occur, a new member account workflow will execute, resulting in a new email message sent to the member. This may result in the creation of a new member username:

'johndoe@mycity.ci.wa.us' → 'johndoe@mycity.org' (email updated)
'johndoe@accis-wa.org' → 'johndoe1@accis-wa.org' (new username)

- If a member does not wish to receive messages from the Listserv, the Primary Member must toggle their preference via the registration portal.