



SPECIAL NOTES:

- This is a brand new affiliation system – To login for the first time Username is your **primary email** and the password is **Password1** (capital P at the beginning, & the #1 at the end of the word). Last year's passwords are no longer recognized.
- First affiliation means first time each school year.
- Only fill in required information – if phone records, etc. are incorrect – admin/nat'l staff will adjust when notified.
- To access a copy of your **invoice**: Login to the affiliations system and on the top left click on "Print Invoices", your invoice should be available to print.

FREQUENTLY ASKED QUESTIONS:

1. **Q.** Where can I see the list of names entered?
A. Login – select “my information,” click on chapter name under Organization Information, click on “manage org individuals.” Scroll down and you will see the roster as entered.
2. **Q.** I am the adviser and am listed with students. Am I charged dues?
A. The list is of all individuals connected to your chapter. Advisers are ID'd as such. Invoice calculations are based solely on the # you record in the “# of students you are affiliating today” section.
3. **Q.** Multiple address messages – why?
A. Probably due to having multiple chapters. Please email affiliation@fclclinc.org. Be sure to **NOT** enter your email on each student's information sheet.
4. **Q.** How do we add a second adviser?
A. Add name to roster and enter “teacher” as title.
5. **Q.** Where can I find my invoice?
A. Go to “My Transactions” – on the menu on the left side of the screen, place mouse on Home, click on “My Transactions.” Click on the order# shown, and print a copy of the invoice.
6. **Q.** Bill Me option is confusing – we're waiting for a bill.
A. “Bill Me” means you may download the invoice at the conclusion of the affiliation process when you click “Submit Order.” That is your invoice. Please print a copy.
7. **Q.** Where do I list my post-secondary students?
A. Pilot Post-Secondary forms will be provided by your state adviser. Post-Secondary is not done online.