



## How to Access and Update Your Profile on the American Inns of Court Website

[www.innsofcourt.org](http://www.innsofcourt.org)

As a member of the American Inns of Court, you can access great content to help you make the most of your membership experience. We have numerous resources and features that are open to browse on our website including:

- [About the American Inns of Court Foundation](#)
- [Awards and Scholarship Information](#)
- [The Model Mentoring Program](#)

Similarly, there are some content items that are members-only including:

- Ordering programs from the [Program Library](#)
- Accessing the national [Member Directory](#)
- Updating your member profile

The key to accessing the members-only information is having your up-to-date email address on file with the national American Inns of Court Foundation. When your membership record is established in the national database, a member account is automatically created that will allow you to access *members-only* content.

### What is my User name?

Your email address serves as your user name to log in to the website. If your email address is changed in the database, the new email address will become your username.

### How Do I Get a Password?

1. Navigate to the American Inns of Court website [home.innsofcourt.org](http://home.innsofcourt.org)
2. Click **Sign In** at the top of the page (See figure at right)
3. If you have never visited the website or have forgotten your password, Click **Forgot My Password**
4. Enter your email address as your Username and click **Submit**

When you do, a system-generated password will be sent to the email address in your member record. If you request your password but do not receive it within 24 hours, please contact the national office at (703) 684-3590.

You may receive the following error message: "We could not find your information in our system." If you receive this message, please contact the national office at (703) 684-3590. In order to correct this problem, we simply need to update your email address in our database.





## How do I Log into the Website?

1. Navigate to the American Inns of Court website [home.innsforcourt.org](http://home.innsforcourt.org)
2. Click **Sign In** at the top of the page
3. Enter your username (e-mail address) and password
4. Check the **Remember Me** box to have the system remember your information
5. Click **Sign In**

## How do I Update My Account and Contact Information?

Once you are logged in, click on **Hi, (First Name)** at the top of the page.

On the **About Me** tab, you can edit: Name, Contact information, Profile information, Address, and Social profiles.

- To edit any section, click the pencil icon:
- This will allow you to add or edit information
- Click **Save** to save changes

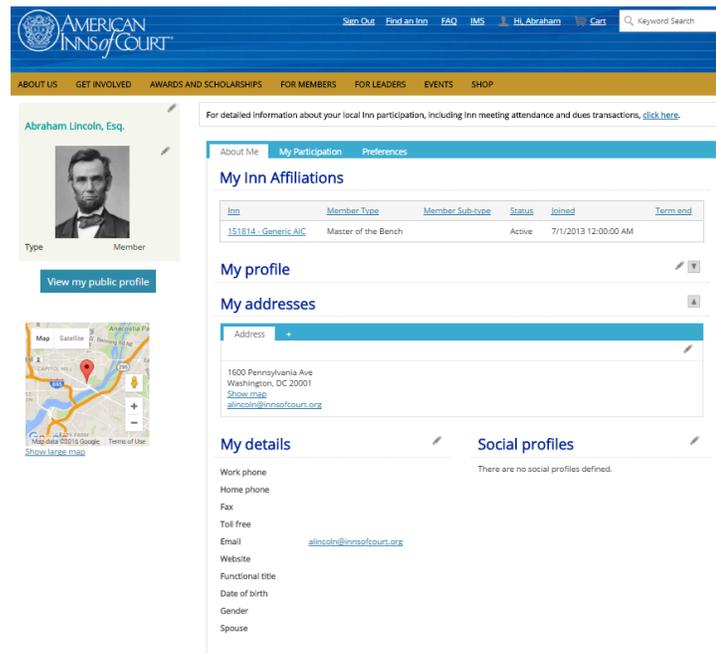
On the **My Participation** tab, you can view: Communities, Committees, Open invoices, Upcoming National Event Registrations, Recent Transactions, and Donation history. You can also print statements for any open invoices.

On the **Preferences** tab, you can change your password.

## How do I Access the Program Library?

1. Once you are signed in, navigate to the **For Members** page and then to the **Program Library** page.
2. Click on the **Online Program Library** button in the upper right corner 
3. Search for any program by keyword, topic, program number, or material type.
4. Once you have completed your order of programs from the Program Library, you will receive a confirmation email containing a link to download the program materials. If the materials contain large files or video, they will be shipped to you within 24 hours.

If you have any questions or need any assistance, please contact the national office at (703) 684-3590. Thank you for making the most of your American Inns of Court membership.



The screenshot shows the user profile page for Abraham Lincoln, Esq. The page is divided into several sections: 'About Me' (with a profile picture and a 'View my public profile' button), 'My Participation' (with a table of Inn affiliations), 'My addresses' (with a map and address details), 'My details' (with contact information), and 'Social profiles' (with a note that no social profiles are defined).

Inn	Member Type	Member Sub-type	Status	Joined	Term end
151814 - Generic AIC	Master of the Bench		Active	7/1/2013 12:00:00 AM	



## How Do I Pay My Inn Dues Online?

If your Inn has elected to accept credit cards for dues payments and other assessments through the Inn Management System, you can easily pay them through the American Inns of Court website ([www.innsocourt.org](http://www.innsocourt.org)).



1. Log in to the [www.innsocourt.org](http://www.innsocourt.org) website
2. Click **IMS** at the top of the page (See figure to right)
3. Click **Pay My Invoices**
4. Check the invoice(s) you wish to pay and enter the amount you are authorizing to be paid. Click **Next Step**
5. Enter your email and card information. Click **Submit Payment** to complete the transaction. You will receive a confirmation of payment email.

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**Profile** - [Edit profile](#)

**Abraham Lincoln**

**Member Type** Master of the Bench  
**Status** Active  
**Join Date** 7/1/2013  
**Thru Date**  
**Email** alincoln@innsocourt.org  
**Phone**  
**Fax**  
**Address** 1600 Pennsylvania Ave  
 Washington, DC  
 20001



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**The 1A Generic American Inn of Court**

**Pay My Invoices** - [View Payment History](#)

**Selected Invoices**

Invoice	Item	Balance	Payment Amount
51952	2016-2017 Master of the Bench Dues	\$400.00	\$400.00
			<b>Payment Total</b> \$400.00

**Payment Information**

Bold fields are required.

**Email**

**Name on Card**

**Card**

**Card Number**

**Expiration Date** 08  2016

**Card Security Code**

**Billing Address** 1600 Pennsylvania Ave

**City**

**State/Province**

**Zip**

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**The 1A Generic American Inn of Court**

**Pay My Invoices** - [View Payment History](#)

**Outstanding Invoices**

<input type="checkbox"/>	Invoice	Item	Balance	Payment Amount
<input checked="" type="checkbox"/>	51952	2016-2017 Master of the Bench Dues	\$400.00	400.00

[Next Step](#)

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