Impexium

GETTING STARTED BASICS

Logging Into Impexium



 From the BIG home page – Double click on Membership; then scroll down to Membership Database Instructions. Click view/download.

Membership Database Instructions

View or download BIG Membership Database Instructions.

VIEW/DOWNLOAD



 Navigate to https://bignet.org and click on Member Login and log in using your email address and password. Your password is case sensitive. You will need to reset it if you don't remember it.

Members

You will need to enter the portal to make purchases (renew/upgrade memberships, BIG store purchases or NTI Registrations)





BIG Member Portal





If you have forgotten your password, click reset password, it will send a link to the email address you have on file.

Once you are logged in select **my profile** from the dropdown box or scroll down and click on BIG MEMBER PROFILE







Current Members

• Current member profiles have been uploaded. You will be able to add additional or edit information. Customer profiles hold all the data on an individual. Most often you will use Overview, Account and Purchases.

• **Overview Tab**: Displays an overview of information about the customer, including an image, membership number, primary contact information chapter and membership status.

• Account Tab:

- Manages the member's information
- You can edit name and contact information
- You can also change your password.

		_	
2	Personal Info	1 Prefix:	Prefix
	Contact Info	🚺 First Name: *	Recheinda
8	Committees		
	Chapters	• Middle Name:	Jo
ļ	Speaker Info	🕚 Last Name: *	Scott
	Department & Agency Info	Suffix:	Suffix
5	Education Credits	Conder	
P	Awards	Gender:	Gender
6	Change Password	Preferred Communication Method:	Unknown
6	Privacy	Show In Directory:	v
		I Are you a Student FLAG Participant?: *	

All asterisked fields are required. The employment Information is required.

Ourrent School Year:						
1 Level of Education:						
Employment Information	Employment Information					
🕚 Retired Status: *						
🕚 Employment Sector: 粩						
🚯 Military Status: *						
I Military Branch:						
Event Needs: If not applicable, p	lease enter "None" in the fields below					
 Special Dietary Requests: * 						
 Americans with Disability Act Special Needs: * 						
Save Cancel						

Contact Info Tab will be where you can change your Address, Phone # and Email Address

*	Overview 🗹 Account	🃜 Purchases 🛛 🔕 Requests 🛛 🚝 Tas	ks 📋 Documents 📑	Custom 🏾 🃜	Buy	
•	Personal Info					
	Contact Info	Addresses 🥑 Phone Num!	🔗 Web Links			
17	Relationships	Add New Email Address 🕂				
a	Committees					
	Chapters	1 [1 to 1 out of 1 records]			T	Export 🗸
ē	Speaker Info	Y				
	Department & Agency Info			Туре	Primary 🔻	Edit
8	Education Credits rjscott27@gmail.com			Home	~	Edit
Ŧ	Awards	Used for login				
•	Change Password	1				
6	Privacy					
	Opportunities					

	*	Overview	🗹 Account	🏋 Purchases	Requests	🚝 Tasks	📙 Documents	🖹 Custom	🏹 Buy
	•	Personal In Contact Info	fo	Change Pas	sword				
	•	Committee	S	New Password	d: *				
		Chapters		 Confirm 					
		Speaker Inf	o	Password: *					
		Departmen	t & Agency Inf	Use the "Email Link to Reset Password" option if you do not want to change the password yourself. This option will email a link with a single sign-on token to the user, and the user will be prompted to change their password when they click on that link.					
	18	Education C	Credits						
	Ŧ	Awards		Change Passw	vord Email	Link to Reset Pa	ssword		
	۵	Change Pas	sword						
		Privacy							
		Opportuniti	ies						

• You can change your password yourself or request an email link to reset password

*	Overview	🗹 Account	🃜 Purchases	🔇 Requests	Æ Tasks	🕒 Documents	🖹 Custom	🃜 Buy	
-	Personal Inf	ō	Below you can see the personal and contact information we have about you on file. You can use the options						
	Contact Info)	below to control if any of this information can be made available to others on the online directory or other areas of our web site.						
•	Committees Personal Info								
	Chapters Show my personal info (like name, title, etc) in online directory								
Q	Speaker Info	þ							
	Department	t & Agency Inf	Address						
18	Education C	redits	O Home: 5008 Trent Rd Harrisburg, Pennsylvania 17109-3121 United States						
•	Awards								
•	Change Pas	sword							
۵	Privacy		🤳 Phone						
	Opportuniti	es	O Mobile: +1 (302) 465-0682					

• You can also select privacy options.