



A “How To” for Logging Into Your STS Membership Online Account

- 1) Go to SoutheastTourism.org
- 2) Click on “Member Login” at the top of page or [Click Here](#)
- 3) “Username” is your email address; Enter password if you’ve previously set one
- 4) If you forgot your password/need one - Click on the link to set/reset your password
- 5) Once you have reset your password and logged in:

Step 1. UPDATE YOUR MEMBER PROFILE

- a. Click on the green text titled “My Profile” (located under the image of your nametag)
- b. Update any contact information using the “Edit” button (located to the right of your username)
- c. If you want to upload a photo – hover on the grey “My Profile” tab and select “Change Profile Picture”

Step 2. PAY AN INVOICE/RENEW YOUR MEMBERSHIP

*This step is only applicable if your membership is up for renewal in the next 30 days or if your membership has lapsed

- a. Click on the green text titled “My Profile” located under the image of your nametag. *If your membership has lapsed or is in a grace period, you will see a “Renew” button at the top of your profile and can skip to “d”
- b. Then click “My Profile” on the grey tab
- c. Select “Invoices” from the dropdown menu *Please note that invoices only appear 30 days prior to your renewal
- d. Upon selecting “Invoices”, you then have the option to edit/update any members of your organization and click “Submit” *If you are a DMO or Attraction, you also have an option to update your budget category
- e. Upon clicking “Submit” your Renewal Invoice will appear
- f. You can then select “Pay Invoice” to pay online or “Download Invoice” to pay by check

b. How to REVIEW SURVEY RESULTS

- a. Click on “Member & Panel Surveys” located on the top menu panel/just above your nametag
- b. From there you can select which survey you would like to review

c. How to SEARCH STS MEMBERSHIP DIRECTORY

- a. On the “Home” page, click on the green text titled “My Profile” (located under the image of your nametag)
- b. Search by organization, state, or name
- c. *If you are on your “My Profile” page, you can also click the magnify glass/search option to the right of your photo and then click on the green text that says “Advance Search” to search by state.

Questions?

Email Heather Blanchard at STS Heather@southeasttourism.org

Or

Call the STS Office at 770-542-1523