



# A RECA Member's Guide to the Member Portal

An illustrated guide to getting the most out of our interactive self-service website

## RECA Membership has its privileges

- ▶ Our website offers many self-service opportunities and exclusive benefits that only members and their employees can access.
- ▶ To ensure only members receive these benefits, these areas of our site require a valid login.
- ▶ This guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- ▶ The more you update your account and personalize your membership, the more value you will receive from us!

# What can I do here?

Edit your profile

Pay open invoices

Access the RECA Member's Only Directory

Change your password

Hi Ariel! You're currently viewing **Example Company** 's profile


Switch Profile

Change Password

Log Out

Member portal homeEdit this profilePay open invoicesRelationshipsAdditional Resources ▾

Welcome to RECA's new Members Only Portal!



**Example Company**

Email

Phone

Address

Title

123 Main Street  
Hometown, TX 78701

**My Events**

View all events >>


0 open invoices

PAYMENT HISTORY

PAY INVOICES


3 Related Profiles

Add a profileView and edit all >>




John Doe

johndoe@noemail.com  
★ Main Contact



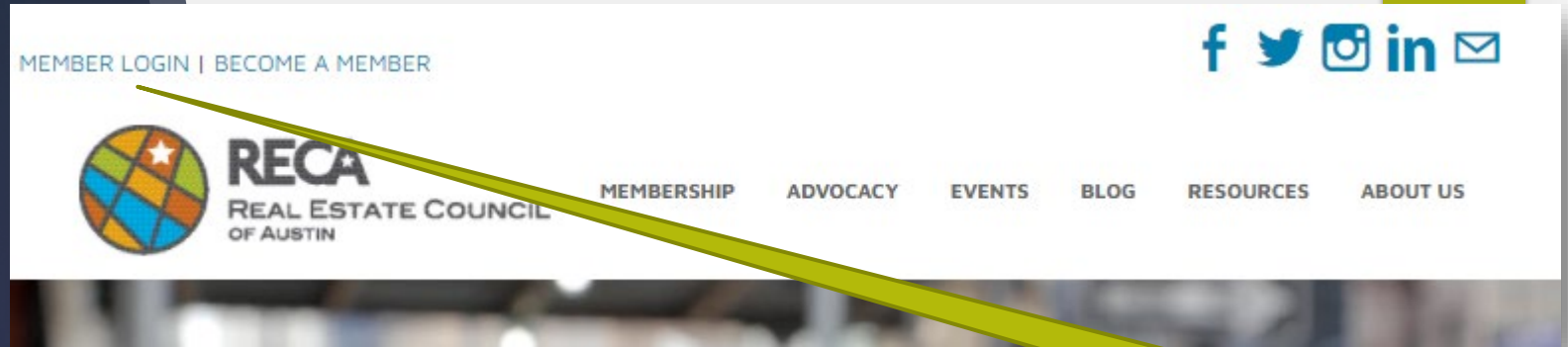
Jane Austen



William Shakespeare

# Log in to take control of your membership

You will need to use your username and password to gain access to our Members Only Area or to receive exclusive discounts on event registrations.



### Real Estate Council of Austin

Login

**Username**

**Password**

☐ Remember My Login

Login

[Forgot your password?](#)

Member Login

If you ever forget your password, click "Forgot your password?", and it will guide you through resetting your password.

# Editing your profile and contact information

To edit Your Individual Information, click "Edit My Profile".

Keeping account information up-to-date ensures we have the latest information about you and your business.

The screenshot displays the RECA Real Estate Council of Austin member portal. At the top, the RECA logo and navigation links (RECA.org, Upcoming Events, Member Directory) are visible. A blue banner shows a greeting and a 'Switch Profile' button. Below this, a navigation bar includes links for 'Home', 'Edit this profile', 'Pay open invoices', and 'Relationships'. A welcome message is followed by a profile card for 'John Doe' with fields for Email, Phone, Address, and Title. To the right, a section for '0 open invoices' contains 'PAYMENT HISTORY' and 'PAY INVOICES' buttons. At the bottom right, a '1 Related Profiles' section lists 'Example Company' as the 'Main Contact'.

RECA  
REAL ESTATE COUNCIL  
OF AUSTIN

RECA.org Upcoming Events Member Directory

Hi Ariel! You're currently viewing John Doe 's profile [Switch Profile](#)

[Home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#)

Welcome to RECA's new Members Only Portal!

**John Doe**

Email  
johndoe@noemail.com

Phone

Address  
123 Main Street  
Hometown, TX 78701

Title

**0 open invoices**

[PAYMENT HISTORY](#) [PAY INVOICES](#)

**1 Related Profiles**  
[Add a profile](#) [View and edit all >>](#)

**Example Company** ★ Main Contact

If you are marked as the Main Contact for a Corporate, Elite or Non-Profit Member, you may also view, edit or update the profile, directory listing and invoices for your Organization by clicking "Switch Profiles"



# Editing your profile and contact information

## General Information

- ▶ Name, address, and other basic contact information

## Directory Listing

- ▶ Select your industry. This is the criteria by which you are searchable on our member's only directory. A Directory Listing is **required** in order for you to appear in our member's only directory. You may select more than one.

## Social media accounts

## Your preferences

- ▶ How you are interested in getting involved
- ▶ What emails you would like to receive
- ▶ Indicate your profession for better visibility

Hi Ariel! You're currently viewing John Doe's profile [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#)

### Profile Edit

John Doe

[CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

**General Information**

Additional Addresses

Directory Listing (Your primary industry is how you will be represented as part of RECA. Any additional industries you add will be included in your directory listing as secondary)

Social Media

Update Your Preferences

Prefix

First Name

John

MI

Last Name

Doe

Suffix

Organization Name

Title

Address

123 Main Street

Update this profile photo

Add as much information as you can!

Add your photo to your profile

When you're all done, click "Save this Profile"

# Using the RECA Members Only Directory

What is the Member Directory  
and why is it important?

- ▶ The Member Directory is a one-stop-shop for RECA members to search for other RECA members by a variety of criteria such as:
  - ▶ Industry
  - ▶ Profession
  - ▶ Name
  - ▶ Organization
  - ▶ Key words
- ▶ Because emails are kept private, members who want to connect with another RECA member can submit a contact form through the Member Directory to do so.

# Using the RECA Members Only Directory

The RECA Member Directory can be accessed from the Additional Resources drop down menu

The screenshot displays the RECA Members Only Directory interface. At the top, the RECA logo (Real Estate Council of Austin) is on the left, and links for RECA.org, Upcoming Events, and Member Directory are on the right. A blue header bar shows a greeting "Hi John! You're currently viewing your personal profile" with a user icon and a "Switch Profile" button. Below this is an orange navigation bar with links: Member portal home, Edit this profile, Pay open invoices, Relationships, and Additional Resources (which is expanded to show RECA Member Directory and FAQs). The main content area features a user profile for John Doe, including a profile picture, contact information (Email: johndoe@noemail.com, Phone, Address: 123 Main Street, Hometown, TX 78701, Title), and a "My Events" section listing a luncheon on September 21, 2021. To the right of the profile, there's a section for "1 open invoices" showing a balance of \$55.00 and a "PAY INVOICES" button, and a section for "1 Related Profiles" showing "Example Company" as the main contact.

RECA  
REAL ESTATE COUNCIL  
OF AUSTIN

RECA.org Upcoming Events Member Directory

Hi John! You're currently viewing your personal profile [Switch Profile](#) [Change Password](#) [Log Out](#)

Member portal home Edit this profile Pay open invoices Relationships Additional Resources ▾  
RECA Member Directory  
FAQs

John Doe

Email  
johndoe@noemail.com

Phone

Address  
123 Main Street  
Hometown, TX 78701

Title

**1 open invoices**

John Doe \$55.00  
Example Company \$0.00

[PAYMENT HISTORY](#) [PAY INVOICES](#)

**1 Related Profiles** [Add a profile](#) [View and edit all >>](#)

Example Company ★ Main Contact

**My Events** [View all events >>](#)

September 21, 2021  
RECA Luncheon - 10 In 10 ATX Update



# Using the RECA Members Only Directory

## Real Estate Council of Austin

### Member Directory

[Search](#) | [Advanced Search](#) | [New Members](#)

#### Search by Keyword or Name

Search by Keyword

Search by Category

Search

Member List

Profession

Show results meeting any Criteria? ☐

Search

[Accounting](#)

[Architects](#)

[Association](#)

[Attorneys](#)

[Brokers](#)

[Construction](#)

[Commercial Construction](#)

[Residential Construction](#)

[Consulting](#)

[Investments](#)

[IT](#)

[Land Planners](#)

[Landscape](#)

[Miscellaneous](#)

[Non-Profit](#)

[Property Management](#)

[Public Relations](#)

[Real Estate](#)

You can search by Keyword or Name.

You can search by Category. This is the Industry you indicated when creating your listing.

You can click on any of the blue Industries listed to see results of those categories.

You can also search by Profession by clicking this arrow and selecting the desired profession.

# Using the RECA Members Only Directory

If you click Advanced Search, it takes you to this screen where you can search by additional criteria.

## Search for Businesses

If you are looking for a type of business in the , TX area, use the Keyword box. If you know the name of the business you are looking for, enter the name in the Name box. Further narrow your search by completing the additional boxes.

[Search](#) | [Advanced Search](#) | [New Members](#) | [All Categories](#)

Keyword:	<input type="text"/>
Organization Name:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Website:	<input type="text"/>
Phone:	<input type="text"/>
	<input type="button" value="Search"/>

# Using the RECA Members Only Directory

This is what your listing will look like

Note: Email is not provided

Your information, including address, phone number, website, social media, and your company listed as Related Organization.

Note: Email is not provided

**John Doe**


[Search](#) | [Advanced Search](#) | [New Members](#) | [All Categories](#)

[Family, Community & Non-Profit](#) >> [Non-Profit](#)

**John Doe**  
123 Main Street  
Hometown, TX 78701 | [View on Google Maps](#)  
Example Company  
[Visit Site](#)

**Related Categories**  
[Non-Profit](#)

**NEW MEMBER** New Member

**Connect With Us**  


Example Company has been a leading icon in the world of non-profits. Without us, companies would not have any examples to study and learn how to be the best companies that they can be.

**Related Organization**  
[Example Company](#)

Send a message to:

☒ John Doe

Here is where you will find any other listing categories you selected in your profile.


This is the referral form through which members can contact you (see next slide).

# Using the RECA Members Only Directory

This is the referral form through which members can contact you and you can contact other members. The person searching will enter their name and email address, write a message and click send which will send the targeted member an email.

Send a message to:

☒ John Doe

Your Name:	<input type="text"/>
Your Email:	<input type="text"/>
Subject:	Contact request from fellow RECA memt
Message:	<div></div>
<div><input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy • Terms</div>	
<div>Send Clear (Date: 7/8/2021)</div>	

# A RECA Member's Guide to the Member Portal

We hope this guide helps you better understand and fully utilize your RECA Member Portal.

If you have any questions, please email Tabitha Martinez,  
[Tabitha.martinez@reca.org](mailto:Tabitha.martinez@reca.org).

**Note:** Any changes will not reflect immediately. RECA Staff will review and approve the update within 48 hours.