Member Portal
User Guide
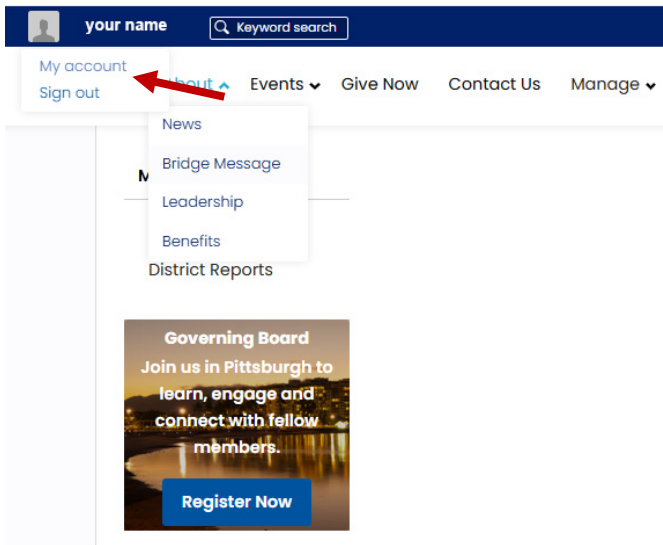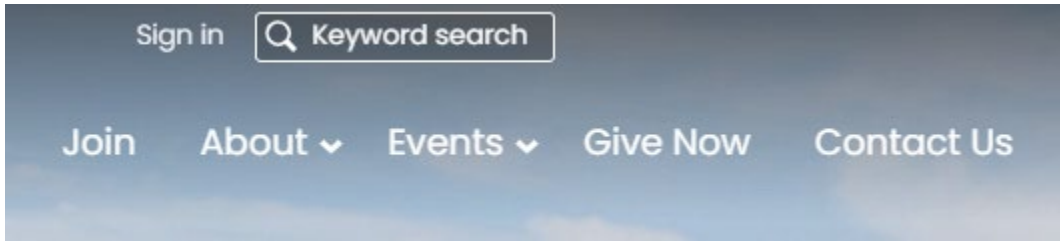
Current Revision 12/13/2024

Contents

Logging in

Go to https://portal.americasboatingclub.org and click sign in.


After logging in, you can view your member information by going to "My account."

If you have never logged in before and don't know your username, you could try your email or your certificate number. If you need assistance, email hilly@hq.usps.org or stevensl@hq.usps.org or hollowayd@hq.usps.org.
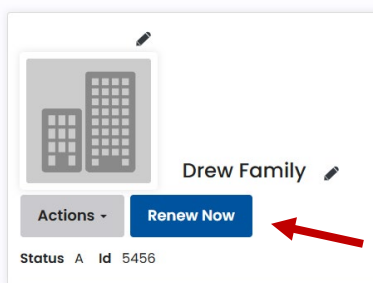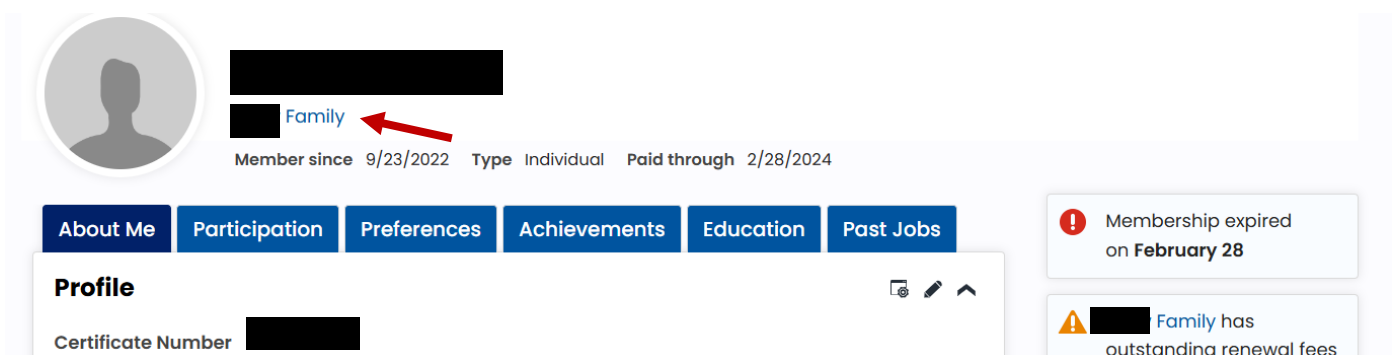
Renewing Your Membership

If you have outstanding dues, you can log in and go to your account page to renew your membership.

Individual members will see a "Renew Now" button to the left of their member profile area. Clicking that button will take them to their invoice.
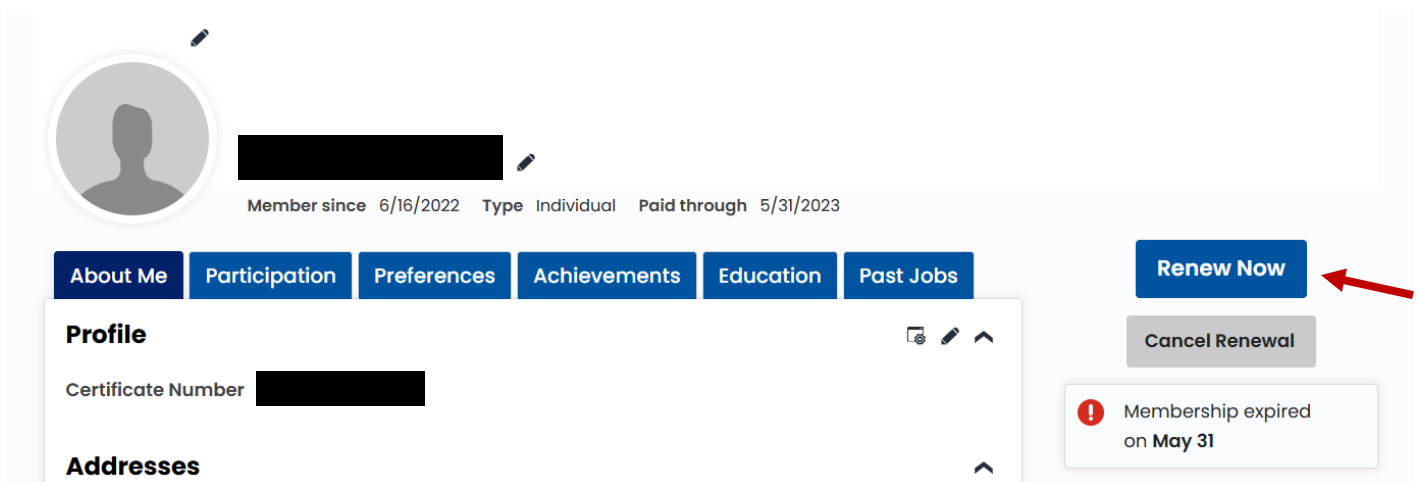
Families will see a family name hyperlink under their member profile name. To pay dues, click on the family name hyperlink to go to the family membership page.

Families will see a "Renew Now" button on their family page.

Updating Your Member Information

After logging in and going to your profile page, you can edit and update your information wherever you see a pencil icon.


If an area has a plus sign beside it, you can click that to add data to a record, such as a vessel name, type, MMSI, and home port. *Be sure to save and close after any edits.*

Adding a Primary Member to Your Family

Primary Members can pay dues on behalf of the family. In many cases, only one member was selected as primary by default when brought over from our previous system. Click the blue family name hyperlink to get to the family unit profile.
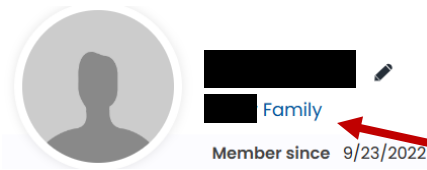
You'll find your family members on the "Contact" tab in the family profile. Click "Member" to add "Primary Member" status to a family member to allow them to pay dues on your family's behalf.
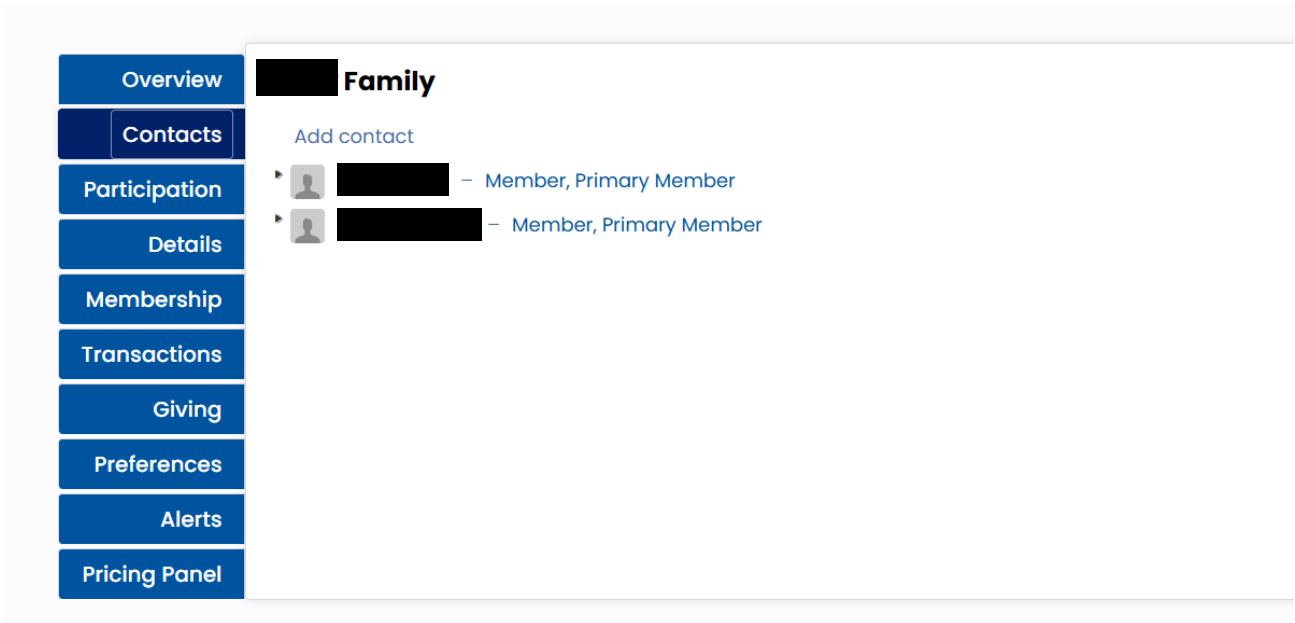
Setting up autopay

Individuals should go to the "Preferences" tab and add your information to set up autopay.

Families should go to the "Preferences" tab of the family profile to set up autopay.

Automatic payment options

Add a new payment option

Card	Expires
There are no automatic payment options to display.	