

Members Only Home Page (Personal Profile View)

1. Personal Profile
2. Switch Profiles (personal & company)
3. Important Members Only Information
4. Pay Open Invoices
5. Companies you are connected to

The screenshot displays the IHLA (Illinois Hotel & Lodging Association) member portal. At the top left is the IHLA logo. In the top right corner, there are links for "Home" and "Events". A dark green navigation bar contains the following elements: "Hi Tom! You're currently viewing your personal profile" (with a profile icon), a "Switch Profile" button, "Change Password", and "Log Out". Below this bar is a secondary navigation bar with links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Members Section" (with a dropdown arrow). A white box contains a welcome message: "Welcome to IHLA's member portal. Here you can find exclusive resources, update your profile, and register for events. If you have any questions or need assistance, please email info@illinois-hotels.org. Thank you for your continued support of IHLA." The main content area features a profile card for "Tom Hanks, CEO" with a profile picture, email "Tom@hanks.com", and address "123 Main Street, Metropolis, IL 55555". To the right of the profile card is a card titled "1 open invoices" for "Super Beds" with a value of "\$500.00" and a "PAY INVOICES" button. Below that is a card titled "1 Related Profiles" with options to "Add a profile" and "View and edit all >>". A "SUPER BEDS" logo is visible under the related profiles section. Five numbered callouts (1-5) with orange arrows point to specific elements: 1. "Hi Tom! You're currently viewing your personal profile"; 2. "Switch Profile" button; 3. "Members Section" dropdown; 4. "PAY INVOICES" button; 5. "View and edit all >>" link.

ILLINOIS
HOTEL & LODGING ASSOCIATION

Home Events

1. Hi Tom! You're currently viewing your personal profile


2. Switch Profile

Change Password Log Out

Member portal home Edit this profile Pay open invoices Relationships Members Section ▾

3.

Welcome to IHLA's member portal. Here you can find exclusive resources, update your profile, and register for events. If you have any questions or need assistance, please email info@illinois-hotels.org. Thank you for your continued support of IHLA.

 **Tom Hanks**
CEO

4.


5. 1 open invoices

Super Beds \$500.00

PAY INVOICES

1 Related Profiles

Add a profile View and edit all >>

 Super Beds

Email Tom@hanks.com

Phone

Address 123 Main Street
Metropolis, IL 55555


Title CEO

Members Only Home Page (Company Profile View)

1. Company Profile
2. Switch Profiles (Personal & Company)
3. Pay Open Invoices
4. Employees of Company
5. Manage Employees (Add/Remove)


ILLINOIS
HOTEL & LODGING ASSOCIATION

Home

Hi Tom! You're currently viewing **Super Beds** 's profile  [Switch Profile](#) [Change Password](#) [Log](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Members Section](#) ▾

Welcome to IHLA's member portal. Here you can find exclusive resources, update your profile, and register for events. If you have any questions or need assistance, please email info@illinois-hotels.org. Thank you for your continued support of IHLA.

 **Super Beds**

Email Phone

Address Title

123 Main Street
Metropolis , IL 55555

My Events [View all events](#) »


1 open invoices


Super Beds \$500.00

[PAY INVOICES](#)

2 Related Profiles

[Add a profile](#) [View and edit all](#) »

 **Tom Hanks** Tom@hanks.com
CEO \$ Billing Contact ★ Main Contact

 **Mike McLusky** Test@email.com
Mayor (312) 346-3135

Manage Employee Contacts

(MUST BE in Company profile view)

1. Only 1 Main Contact
2. Only 1 Billing Contact (default is Main Contact)
3. Editors can Edit Company Information and Directory Listings
4. Relation Type should be "Employee"
5. Actions "Delete" to Remove Employee from company

The screenshot shows the user interface for managing employee contacts. At the top, there is a navigation bar with the user's name 'Hi Tom!', the current profile 'Super Beds', and options to 'Switch Profile', 'Change Password', and 'Log Out'. Below this is a secondary navigation bar with links for 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Members Section'. The main content area features the 'Super Beds' logo and an 'ADD A PROFILE' button. The 'Related Profiles' section indicates there are 2 relationships. A table lists these relationships with columns for contact roles, communication status, personal information, and relation type. An 'ACTIONS' dropdown menu is open for the second profile, showing 'Edit' and 'Delete' options. An orange arrow points from the number '5.' in the instructions to the 'Delete' option in the actions menu.

Hi Tom! You're currently viewing Super Beds's profile [Switch Profile](#) [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Members Section](#) ▾

Super Beds [ADD A PROFILE](#)

Related Profiles

There are 2 relationships

1. Main Contact	2. Billing Contact	3. Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	5. ACTIONS
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tom Hanks	CEO	Tom@hanks.com		Employee	Edit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mike McLusky	Mayor	Test@email.com	(312) 346-3135	Employee	Delete

Show 20 ▾

« < 1 > »