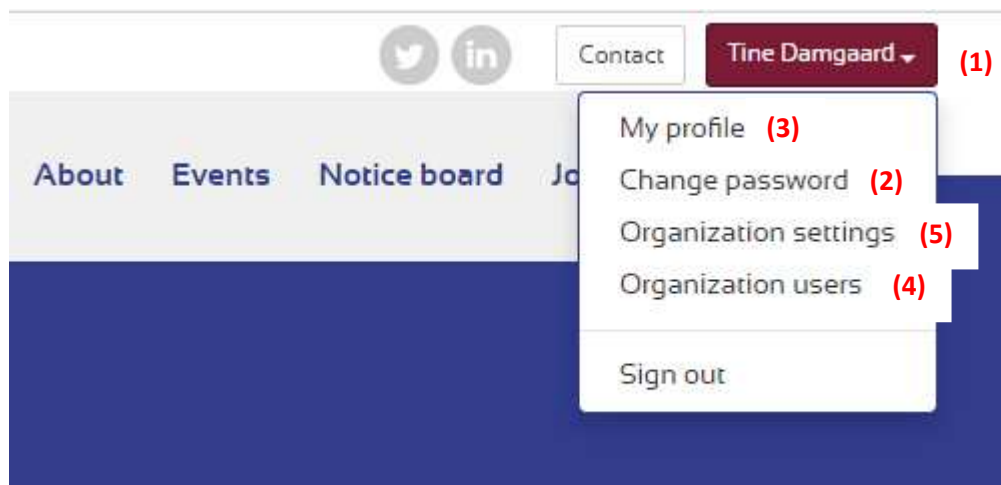


## New admin features in BFS IOA member section

We are pleased to introduce you to some newly added features in our BFS IOA member section.

The red numbers at the screen shot refer to numbers in below text.



- As a new feature, you can setup your own password if you should have forgotten your current one. Visit [www.bfsioa.org/login](http://www.bfsioa.org/login) and fill out the box **I have forgotten my password!**. You will then receive an e-mail with a one-time login link to the website. Once you have clicked on the link, you change your password by clicking on your name in the top right corner (1) and choose **Change password** (2). BFS IOA will no longer have access to your new password.
- When logged in, you can update your own user profile so we always are up-to-date with your current contact details. To update your profile, please click on your name in the top right corner (1) and choose **My profile** (3) on the drop-down menu. Click **Save changes** when finished.
- Under **My profile** (3), you can choose if you like to receive notifications when a new post is added in the member forum. By doing this you get the opportunity to follow the discussions more closely and we hope it will encourage all members to initiate and participate in discussions.
- We have assigned a couple of Primary contacts per member company and as Primary contact, you can delete and invite colleagues within your organization as well as edit their profiles. If the text **Organization users** (4) is visible on the drop-down list below your name in red, you are set as a Primary contact. Please contact us at [bfs@melitek.com](mailto:bfs@melitek.com) if you want us to assign another primary contact.
- As Primary contact, you can also edit your company's contact details. To do this, click at **Organization settings** (5) on the drop-down menu and **Save changes** when finished. Please remember to check that the invoice email is still valid. The details which are added here (except for invoice email) are visible for all on the member list at [www.bfsioa.org/members](http://www.bfsioa.org/members) so it is important that they are up-to-date.

We hope you will enjoy and benefit from these new features.

If you have any questions at all, please do not hesitate to contact us via [BFS@melitek.com](mailto:BFS@melitek.com).