



New Features and Procedures **For Local Chapters on APA's Website**

New features for our local chapters have been added to APA's recently refurbished website. Now updating your Online Chapter Profile and registering your chapter study groups and statewide conferences is easy and accessible from APA's website, without submitting forms via fax or e-mail.

To update your Online Chapter Profile:

1. Go to www.americanpayroll.org and login with your APA ID and password.*
2. Go to the "Local Chapter" section found on the left side navigation bar of APA's home page and choose "Chapter Profiles" from the drop down menu.
3. Using the color coded regional map, click on your state.
4. Proceed by clicking on your chapter's name and the chapter profile will open.
5. At the bottom right hand corner, click on "Edit Chapter."
6. The edit page will open with the information fill-in fields.
7. If you wish to edit your Chapter Profile page, this is the page you need to update and save.
8. To add or edit a study group or statewide/regional conference for your chapter, you can choose "Study Groups" or "Meetings" from the menu bar that will be directly above the Chapter Profile information fill-in page.
9. Once you enter the "Study Groups" or "Meetings" pages, you will have the option to "Add New" or "Edit" the current posting.
 - Whether you choose the "Add New" or "Edit" option, the information fill-in fields will be all the information Chapter Relations needs to post your study group or statewide/regional conference. An automatic e-mail will be sent to Chapter Relations, and once approved your conference will be posted on the website.

We hope you enjoy these new features. Contact Chapter Relations with any questions or concerns.
E-mail: ChapterRelations@americanpayroll.org
Phone: (210) 226-4600

*Currently all Chapter President's APA ID and passwords are activated to have access to the new features. If you wish to reassign the editing privileges to another officer, such as a Chapter Webmaster or Chapter Coordinator, please notify [Chapter Relations](#). Please note: only APA National members can be given access to these new electronic features.