# IFA Membership Renewal

Step by step guide to renewing your membership online.



Go to the IFA home page <u>www.iowafirefightersassociation.com</u>



	Info Hub Login for
	Iowa Firefighters Association
FIREFIGE	Username
	jbarrick@iafireassn.org
ORGANIZED	Password
1879	
SOCIATIO	Forgot your Username or Password?
	Remember Me
	Sign In Den't have an Account? Ceate One

Enter your email and password

(Please note you must be a department Administrator to access your department's information) If you are unable to login, contact the IFA office at 402-326-4347

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![](_page_4_Figure_1.jpeg)

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#### Step 4

On new screen after signing in, click on the "My INFO" tab on the left-hand side

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Falls Fire Department	Work	jbarrick@iafireassn.org		
	Main	641-373-1999		
\Lambda Home	Account number	15734		
💄 My Info	PROFESSIONAL BIO		0	
My Directory Listing(s)	None to display			
✓ My Subscriptions	Bio			
	Newspaper			
Iowa Firefighters	Yes		~	
Association webpage	Mutual Aid Member			
🖸 InfoHub Link	Yes		~	

The new screen will now display your information that we have on file in the software. By clicking on the "pencil" icon to the right of the listed fields you can update your information.

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Iowa Firefighters	Yes	~	
Association Webpage	Mutual Aid Member		
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Home	Work	iowafallsglass@gmail.com			
vly Info	Home	(641) 648-5602			
My Directory Listing(s) My Subscriptions	Work	(641) 648-3243			
Events	Bio				
ewa Cirafichterr	Lifetime Members	(IFA Officers and Past Presidents)			
InfoHub Link	Employment				
owered by <u>GrowthZone</u>					

![](_page_6_Picture_2.jpeg)

Please confirm your department's mailing address by clicking on the "Related Departments" tab. This will open a new screen showing the mailing address of your department and department email we have in the system. To update any of this data click on the pencil icon on the right-hand side of the box of the information you want to update. Once you have updated the information click on the "Done" button at the bottom right hand of the screen.

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	Main	641-373-1999				
Home	Account number	15734				
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My Subscriptions Events	Bio					
	Newspaper					
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	Yes		~			

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	Iowa Falls Fire Department	Aaron Frank	DEPT-M		User		1
🗹 Iowa Firefighters	Iowa Falls Fire Department	Brevin Gunn	DEPT-M		User		1
Association Webpage	Iowa Falls Fire Department	Roger Haglund	DEPT-M		User		1
	Iowa Falls Fire Department	David Henry	DEPT-M		User		1
Powered by GrowthZone	Iowa Falls Fire Department	Mike Henry	DEPT-M		User		1
	Iowa Falls Fire Department	Steven Henry	DEPT-M	m	User	11/9/2020	1
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To display your department information in the tool bar, click on "Related Contacts." This now displays everyone that is in the system. Please note you are not listed since your information is under the "Contact Info" tab.

- NOTE: We use the "TITLE" field to record each members membership type. Please use one of the following options:
  - DEPT = Department paid member (no mutual aid)
  - DEPT-M = Department paid member and Department paid mutual aid
  - DEPT, INDV-M = Department paid member with Individually paid mutual aid
  - INDV = Individually paid member
  - INDV-M = Individually paid member with individually paid mutual aid
- Please list the "Chief" and "Secretary/Treasurer" in parenthesis after the membership type. Example: DEPT-M (Chief) or DEPT (Sec/Treas)

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	Iowa Falls Fire Department	Steven Henry	DEPT-M	iowafallsglass@gmail.co m	User	11/9/2020				lowa Falls Fire Department	Stever	Henry Di	EPT-M	iowafallsglass@gmail.co m	User 1	1/9/2020
	Iowa Falls Fire	Dave Hensing	DEPT-M		User					Iowa Falls Fire	Dave	lensing DI	-DT.M		User	

Clicking on the "pencil" icon to the right of the members name will display all current information we have stored in the software for that person. To update any member information, click in the appropriate box and type the new information. Once all information is updated please click on the "Done" button in the bottom right corner of the form to save the update.

• Once the system saves the update it will return you to the main screen.

First Name       Last Name         Denniq       Barrick         Title       DEPT-M         Phones / Emails / Websites       PHONE, EMAIL, OR WEBSITE       TYPE       NOTE       Image: City State/Prov. Postal Code Solita       Image: City S							
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#### Step 9

To delete a member click on the "pencil" icon to the right of that person's name and at the bottom left of the form is a "Delete" button. Click on the button to delete that person from your membership.

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Logged in as Jason Barrick - Iowa Falls Fire	Iowa Falls Fire Department	Dennis Barrick	DEPT-M		User			Phones / Email	s / Websites							Phones / Email	s / Websites					
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To add a new member, go to the "Related Contacts" page at the very top right of the screen, click on the "Add Contact" button. This action will open a new blank form to add the new member or new newspaper subscription.

- Complete the boxes for First and Last Name. In the box labeled Title, enter their membership type (DEPT; DEPT-M; DEPT, INDV-M; INDV; or INDV-M) In the box labeled phone, Email or web site enter the telephone number associated with the new contact. Once a number is entered you can select the number type by clicking the drop-down arrow in the TYPE box. Example Cell, Home or Work.
- To add the new members email address once you finish the telephone number click on the "+" sign to the right of the note box and this will insert a new line to allow you to add the new persons Email address. Once again in the TYPE box you can select a number of different options for the type of Email, Other, Personal, Work.
- To delete any line, click on the "X" to the right of the line being displayed
- In the address area of the form please complete the address information. This should be the new persons mailing
  address and not their physical address. Please ensure the address is correct to insure delivery of the Iowa Firefighter
  Newspaper. The TYPE and USUAGE boxes can be left blank. Click on the "Done" bottom at the bottom right side of
  the screen to save your update. Continue adding new members until all new members have been added to the
  database.

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ORGANIZED 1879	Welcome to the lowa Firefighters Association GrowthZone InfoHub!	UPCOMING EVENTS None to display	RSOCIATION	Search					O A	Add Contact
Logged in as	As a valued member of the IFA, you have the ability to access your personal membership details, register for upcoming events, and review account history and pay all your invoices online.	ACCOUNT BALANCE \$631.00 Co to Billing	Logged in as Jason Barrick - Iowa Falls Fire Department	BUSINESS NAME	CONTACT NAME Dennis Barrick Darwin Bates	TITLE CONTACT PHONE DEPT-M DEPT-M	CONTACT EMAIL	ACCESS LEVEL User User	LAST LOGIN	
Falls Fire Department	access and edit their department's membership roster and pay dues through the InfoHub portal.		A Home	Iowa Falls Fire Department Iowa Falls Fire Department	McKenzie Burton Jaysen Campbell	DEPT-M DEPT-M		User User		/
🕋 Home	Please bookmark this link, as you'll need it to access the infoHub portal going forward: https://iowafirefightersassociation.growthzoneapp.com/MIC/Login		My Into	lowa Falls Fire Department lowa Falls Fire Department	Mason Eisentrager McKalee Eisentrager	DEPT-M DEPT-M		User User		/
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📛 Events	you have recently relocated or have a new phone number or email address, please update your information so that we can maintain up-to- date records. To make changes, simply click the <b>pencil</b> icon button next to the item to be updated.		Image: Contract of the second sec	lowa Falls Fire Department lowa Falls Fire Department	Brevin Gunn Roger Haglund	DEPT-M DEPT-M		User User		
lowa Firefighters Association Webpage	For Members with Department Roster Access		Powered by <u>GrowthZone</u>	lowa Falls Fire Department lowa Falls Fire Department	David Henry Mike Henry	DEPT-M DEPT-M		User User		* *
InfoHub Link	Contacts tab across the top of the page (from within the My Info menu). Please note, you won't see your own name on the related contacts			lowa Falls Fire Department	Steven Henry	DEPT-M	iowafallsglass@gmail.co m	User	11/9/2020	1

To log out of the system in the upper right-hand corner of the screen click on the "Gear" icon and from the dropdown menu select "Logout".

Once you have updated all of your information concerning your department please email the IFA office at <u>ifaoffice@iafireassn.org</u> indicating that your membership is updated and ready to be processed.

### Step 13

The IFA office will review your membership, and then generate an invoice to your department that will be sent via email and can then be paid online. Once payment is received the IFA office will generate new membership cards to be mailed to your department.