



Members Only Membership Guidebook

*An illustrated guide to getting the most out of
our interactive and self-service website.*

FSSA's mission is to promote, educate and grow the
special hazard fire protection industry.

Welcome to FSSA!

The Fire Suppression Systems Association (FSSA) is a not-for-profit trade association, drawing members domestically and internationally and is comprised of a blend of designer/installers, manufacturers, consultants, academics, and suppliers working together to share ideas and strategies for the benefit of the fire suppression systems industry. FSSA members are dedicated to the highest level of safety, reliability and effectiveness of special hazards fire suppression.



FSSA
Fire Suppression Systems Association



Member Login  Search our site... 

- Home
- About FSSA
- Membership
- Educational Foundation
- Training Program
- Technical Publications
- Events
- Members Only

UNCOVER
the
DETAILS

How Our Latest FSSA
Member Promotion Can
Strengthen Your Business



Welcome to FSSA!

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- Quick Links**
- Membership
 - Training Program
 - Technical Publications

Membership Has its Privileges

- Our website offers many self-service and exclusive benefits that only members and their employees can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us.



Control Your Membership



Member Log

- Home
- About FSSA
- Membership
- Educational Foundation
- Training Program
- Technical Publications

FSSA Members:

Please sign in to your member profile below. Your default username is the email listed on your account.

if you have any trouble logging in, please contact FSSA Headquarters by email (admin@fssa.net) or phone (410-931-8100).

Username

Password

[Retrieve Username](#) | [Reset Password](#)

Keep me logged in

LOG IN

Once you have a Username and Password, you can use it to access any Members-only or restricted items, like event discounts, members events, member directory and the social community features.

If you have forgotten your password, no worries! Click *'reset password'* or *'retrieve username'* and enter the email address associated with your profile. You will then be emailed a link to reset your password.

(HINT: you might want to try your email address as your username.)

Note: To receive the link via email, the email address you enter must be the email address in your membership profile.



What Can I Do Online?

The screenshot shows the FSSA website interface. At the top left is the FSSA logo. To the right is a 'Member Logout' button and a search bar. Below is a navigation menu with links: Home, About FSSA, Membership, Educational Foundation, Training Program, Technical Publications, Events, and Members Only. The main content area features a 'Welcome John!' message and a paragraph about member benefits. To the right is a 'Quick Links' section with buttons for Membership, Training Program, Technical Publications, Need A Speaker?, FAQs on Suppression, Member Search, and My Profile. A red arrow points to the 'My Profile' button. Below the 'Quick Links' is an 'Our Sponsors' section.

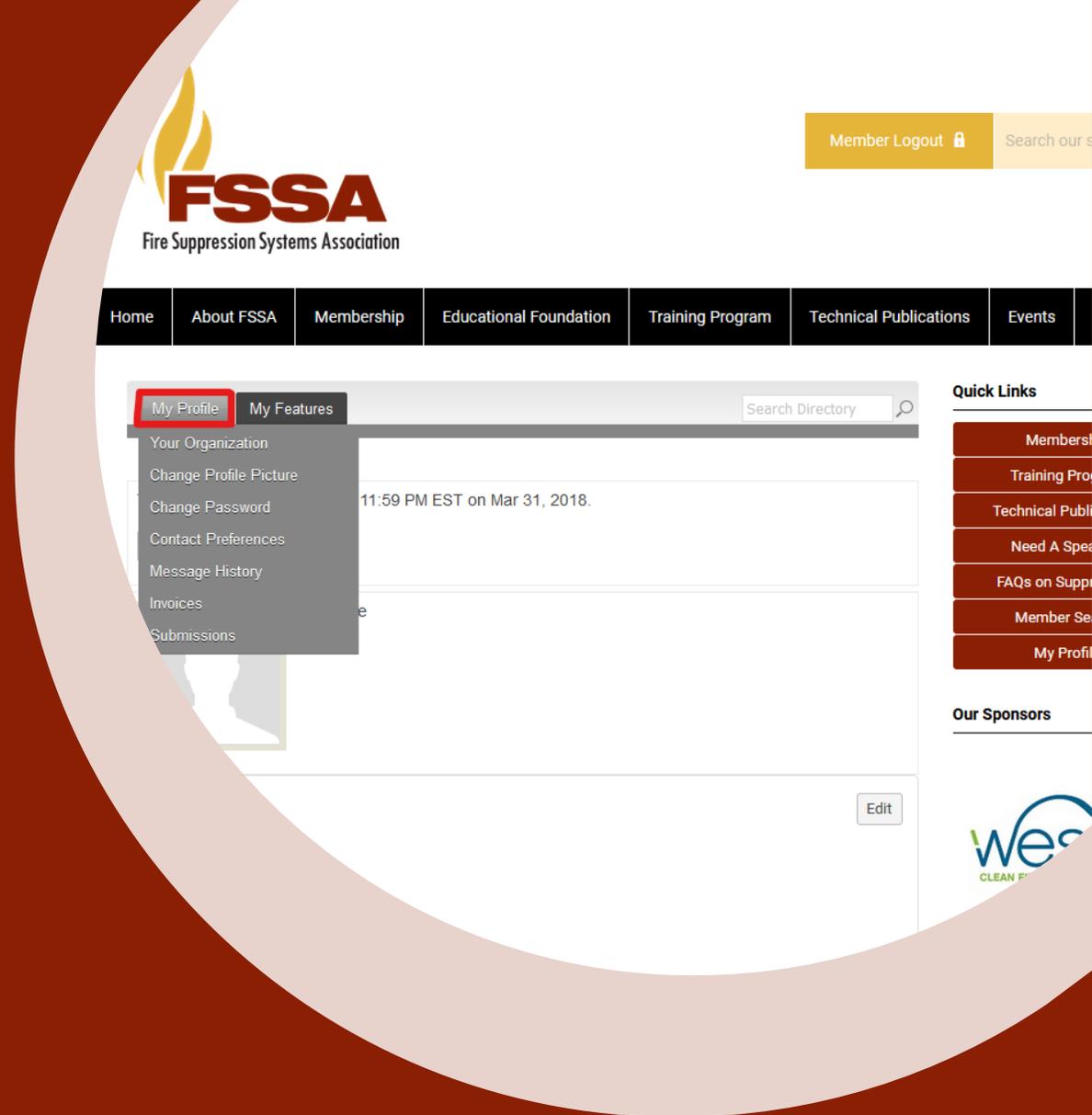
- View your profile
- View/ Pay Invoices
- Access the Member Directory
- View the Event Calendar
- View any members only content on this website
- Interact and connect with other members



If you hover over the words **‘My Profile’**, you can make additional changes to your profile.

In this area you can:

- Change your profile picture that shows on the Member Directory
- Edit your privacy settings
- Change your password
- Manage how we contact you
- View past emails we have sent to you
- View a list of all your invoices
- View all forms that you have submitted





My Profile

- These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible.
- Information here can be used on your Directory listings or for communications we send out.
- Make sure to click Save at the end of the process.

****IMPORTANT****

Always be sure to keep your profile and contact information up-to-date!

My Profile My Features Search Directory

Your membership will expire at 11:59 PM EST on Mar 31, 2018.

Renew

 John Doe

Username [Edit](#)

Expiration Date
03/31/2018

Member Type
Installer Member

Group

Full Name
John Doe

Contact Name
John Doe

Organization
Test Organization, Inc.

Email - Preferred

Phone - Preferred

Address - Preferred
3801 east Joppa Road
Baltimore MD 21234
United States



Message History

The Message History area will show you all the emails the organization has sent to your personal inbox. If you ever delete an email, there is a full record kept in this area of your profile. Simply click on the subject line to open the body of the email.

Having a hard time receiving emails? White List our email address.

[Click here to see how.](#)

My Profile My Features Search Directory

Message History

Subject	From	Status	Date
FSSA: Technical Publications - Clean Age	FSSA	Opened	06/25/2020 2:43 PM
FSSA: Educational Foundation Scholarsh	FSSA	Sent	06/24/2020 3:31 PM
FSSA Interactive Zoom Chat on June 30 a	FSSA	Opened	06/23/2020 3:17 PM
FSSA: In Remembrance of Peter Clark	FSSA	Sent	06/18/2020 3:16 PM
FSSA Virtual Town Hall Meeting: Recent 1	FSSA	Sent	06/17/2020 3:00 PM
FSSA: Register for the Virtual NFPA 2020	FSSA	Opened	06/17/2020 11:29 AM
FSSA Virtual Town Hall Meeting: Recent 1	FSSA	Opened	06/16/2020 11:31 AM
FSSA: Become a Sponsor of the FSSA	FSSA	Opened	06/11/2020 11:49 AM
FSSA: Celebrating the Life of Marvin Cha	FSSA	Sent	06/10/2020 4:01 PM
FSSA Virtual Town Hall Meeting - ★ San	FSSA	Opened	06/10/2020 10:00 AM



View your Invoices



Member Logout

- Home
- About FSSA
- Membership
- Educational Foundation
- Training Program
- Technical Publications

My Profile | My Features | Search Directory

Invoices

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
895	Ad Hoc	03/07/2019	05/06/2019	Paid	\$750.00	\$750.00	\$0.00
1318	Forms	10/31/2019	10/31/2019	Paid	\$479.00	\$479.00	\$0.00
1270	Ad Hoc	10/02/2019	12/01/2019	Paid	\$8000.00	\$8000.00	\$0.00
1317	Forms	10/31/2019	12/30/2019	Paid	\$245.00	\$245.00	\$0.00
1372	Forms	11/14/2019	01/20/2020	Paid	\$4495.00	\$4495.00	\$0.00
1440	Forms	11/21/2019	01/20/2020	Paid	\$1998.00	\$1998.00	\$0.00
1530	Forms	01/07/2020	01/20/2020	Paid	\$2722.00	\$2722.00	\$0.00



- Under 'My Profile' you have the ability to display your invoices.
- This area will show your past paid invoices and open invoices that you are able to pay.
- To open any of these invoices, simply click on the Invoice ID to view the invoice.



Pay Your Invoices

Once you have clicked on the Invoice ID You have the option to pay an open invoice or download an invoice.

Paying an Invoice: All invoices can be paid online. Simply click on the button at the bottom: **'Pay Invoice'** Our payment area will come up for you to enter your card and billing information.

My Profile My Features Search Directory

Invoices

OPEN



Fire Suppression Systems Association
3601 East Joppa Road
Baltimore, Maryland 21234
www.fssa.net
(410) 931-8100

Test Organization, Inc.
John Doe
3601 east Joppa Road
Baltimore, MD 21234
United States

Invoice # 2023
Invoice Date 07/30/2020
Invoice Due Due Upon Receipt

Amount Due \$250.00

Transactions

Description	Amount
FSSA Sponsorship	\$250.00

Total Amount	\$250.00
Amount Paid	-\$0.00
Amount Due	\$250.00

NOTES

Name on Card: _____

Card Number: _____

Expiration Date: _____

CVV/Security Code: _____

You can also email this form to finance@fssa.net.
For more information on FSSA, visit our website at www.fssa.net,
email admin@fssa.net or call (410) 931-8100.

Pay Invoice Download Invoice

Are You a Key Contact for Your Organization?



If you are **NOT** a key contact for your organization, please **SKIP TO PAGE 22.**



If you are a **KEY CONTACT** for your organization, please continue to the next page.



Profile My Features Search Directory

Your membership has lapsed.

Renew

John Doe

Username Cancel Save

Expiration Date
03/31/2018

Member Type
Installer Member

Group
Installer Member

Full Name

Contact Name

Organization

Email

Phone
4109318100 [Set as Primary Phone](#)

Key Contacts

- Information here can be used on your Directory listings or for communications we send.
- These fields show you what information we currently have. Please complete the fields that are blank.
- *Note: all renewal invoices will be sent to the email address displayed in the email field.*
- Make sure to click **Save** after making any changes.



Organizational Memberships

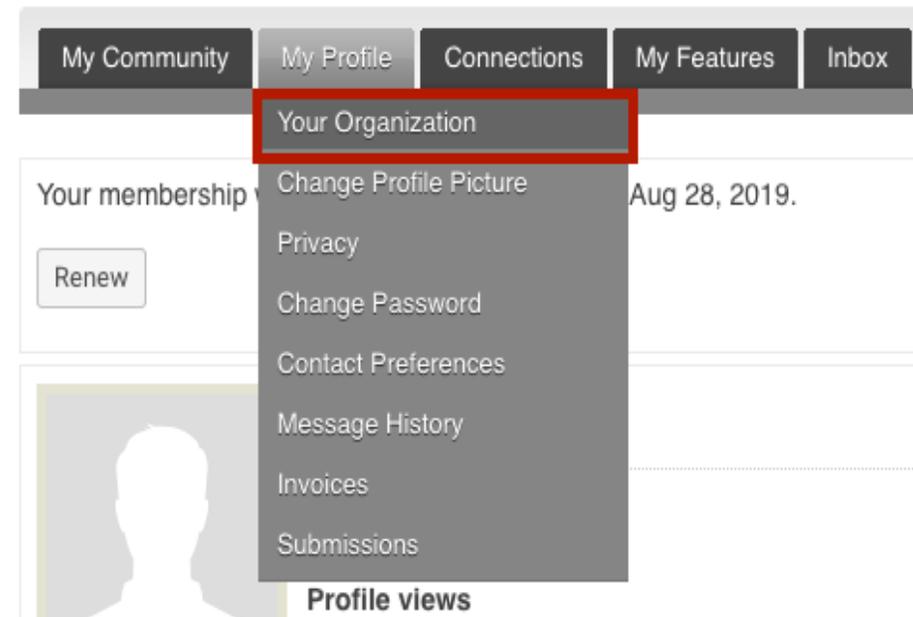


Key Contacts & Organizational Profiles



If you are the Key Contact (*aka: primary contact*) for your Organization, you are able to make changes to the organization profile through your individual profile.

To update your Organization's profile, hover your mouse over 'My Profile' and click on '*Your Organization*'.





Manage Your Roster

- **Key contacts** can manage the roster of their organization
- Under the “My Profile” drop-down, click “Your Organization”.
- This will take you to your organization’s profile, where you can link/unlink profiles, see & pay invoices, and update the organization’s profile picture.
- To update your organization’s roster, you can “Create Linked Profiles” for new additions, or “Unlink” profiles that are no longer with your organization.
- You can also designate other key contacts by switching the Key Contact column from **OFF** to **ON**.

1

2

My Profile My Features Search Directory

Your Organization

Change Profile Picture Contact Preferences Message History Invoices Submissions Individual Profiles

Change Password

Contact Preferences

Message History

Invoices

Submissions

Organization Logo

Member Type
Installer

Organization
TEST Organization

3

My Profile My Features Search Directory

Profile Change Profile Picture Contact Preferences Message History Invoices Submissions Individual Profiles

Individual Profiles

Create Linked Profile

Contact Name	Key Contact	Member Type	Unlink
Jane Doe	<input type="checkbox"/> OFF	Installer Member	Unlink
John Doe	<input checked="" type="checkbox"/> ON	Installer Member	Unlink
John John Doe	<input type="checkbox"/> OFF	Installer Member	Unlink
Johnny Doe	<input type="checkbox"/> OFF	Installer Member	Unlink
Jonathan Doe	<input type="checkbox"/> OFF	Installer Member	Unlink

10 Per Page of 5 Page 1 of 1 First Previous Next Last



Member Directory

Our Member Directory can be valuable in connecting you with other members.

To update what displays for your profile in the directory listing, please edit your profile using the steps that were provided earlier.

****The Member Directory will only display members who have been designated as the primary contacts for the organization****



Member Login Search our site...

- Home
- About FSSA
- Membership
- Educational Foundation
- Training Program
- Technical Publications
- Events
- Members Only

111 Results

Show Search Criteria



Company: 3M Company
Contact Name: Dave Nyberg
Manufacturer Member
Address:
3M Center
Saint Paul, MN 55144
Website



Company: 3S Incorporated
Contact Name: Matt Euson
Installer Member
Address:
8686 Southwest Parkway
Harrison, OH 45030
Website



Company: A-Gas Americas

Quick Links

- Membership
- Training Program
- Technical Publications
- Need A Speaker?
- FAQs on Suppression
- Member Search

Our Sponsors



How to Renew Your Membership

A member can renew their own membership in one of three ways:

1. By paying the auto-generated Renewal invoice tied to their renewal notification

OR

2. By logging in and submitting a Renewal Form

OR

3. By logging in and using the Renew option from the My Profile page

Here's an example of a renewal email that can be sent directly to your organization's primary contact's email inbox.

FSSA: Your Membership Invoice is Attached



Hello ,

Your invoice is attached to this message. The amount listed is currently \$1080.00.

You may use the provided [link at the bottom of this message](#) to view or print your invoice directly, or to supply credit card payment online without logging in.

You can also login to submit an online renewal form using the button below.

Using the renewal form will require you to login.

[SUBMIT A RENEWAL FORM](#)

If you have any questions regarding your invoice or payment, please contact Kalu Azu at finance@fssa.net and reference your invoice number 2014.

Sincerely,

FSSA Headquarters

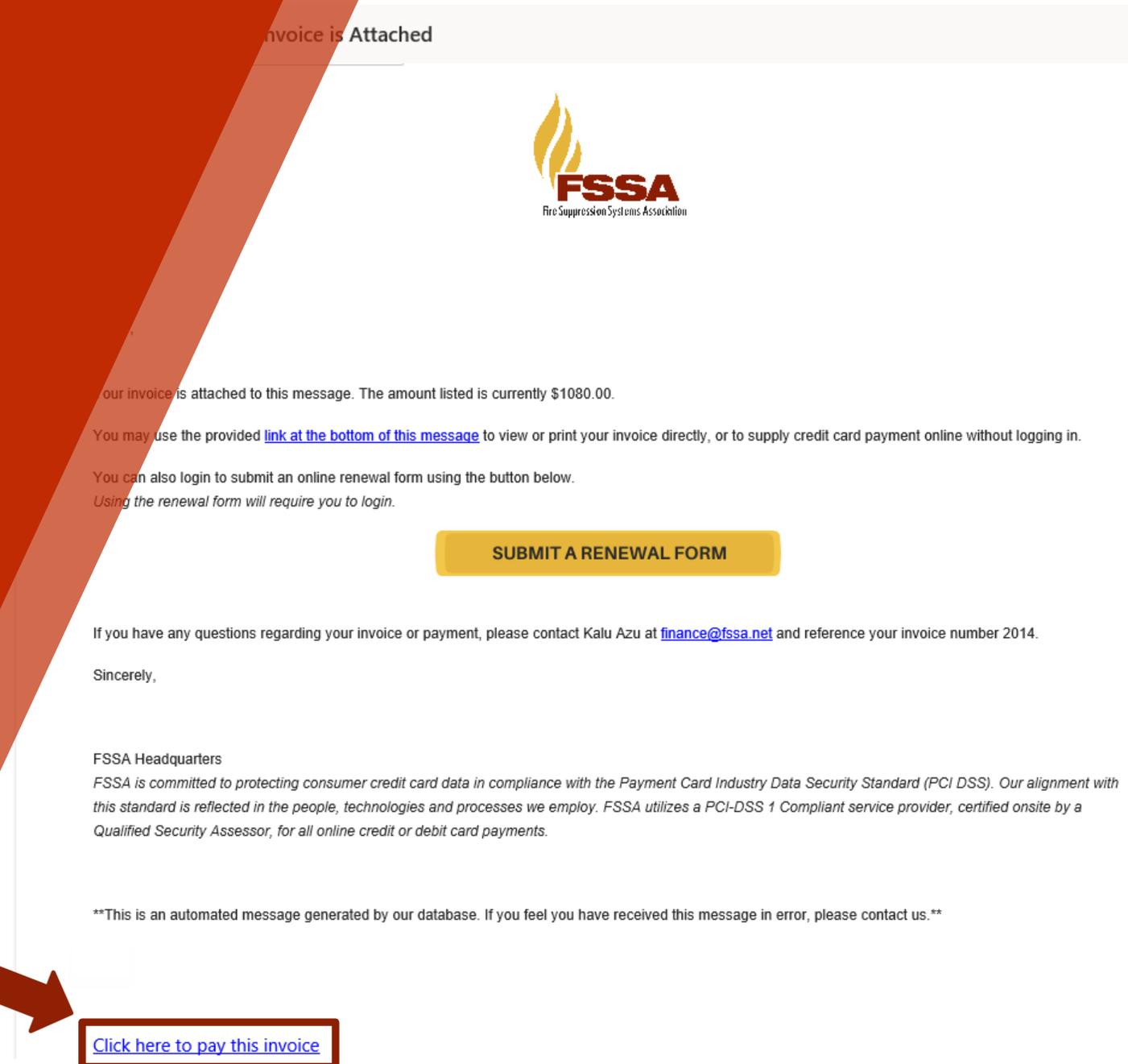
FSSA is committed to protecting consumer credit card data in compliance with the Payment Card Industry Data Security Standard (PCI DSS). Our alignment with this standard is reflected in the people, technologies and processes we employ. FSSA utilizes a PCI-DSS 1 Compliant service provider, certified onsite by a Qualified Security Assessor, for all online credit or debit card payments.

****This is an automated message generated by our database. If you feel you have received this message in error, please contact us.****

[Click here to pay this invoice](#)

Renew from your personal inbox

- Here's an example of a renewal email that will be sent directly to your personal email inbox.
- Simply click: *"Click here to pay this invoice"* to be taken directly to your invoice & pay online or download to mail in payment.



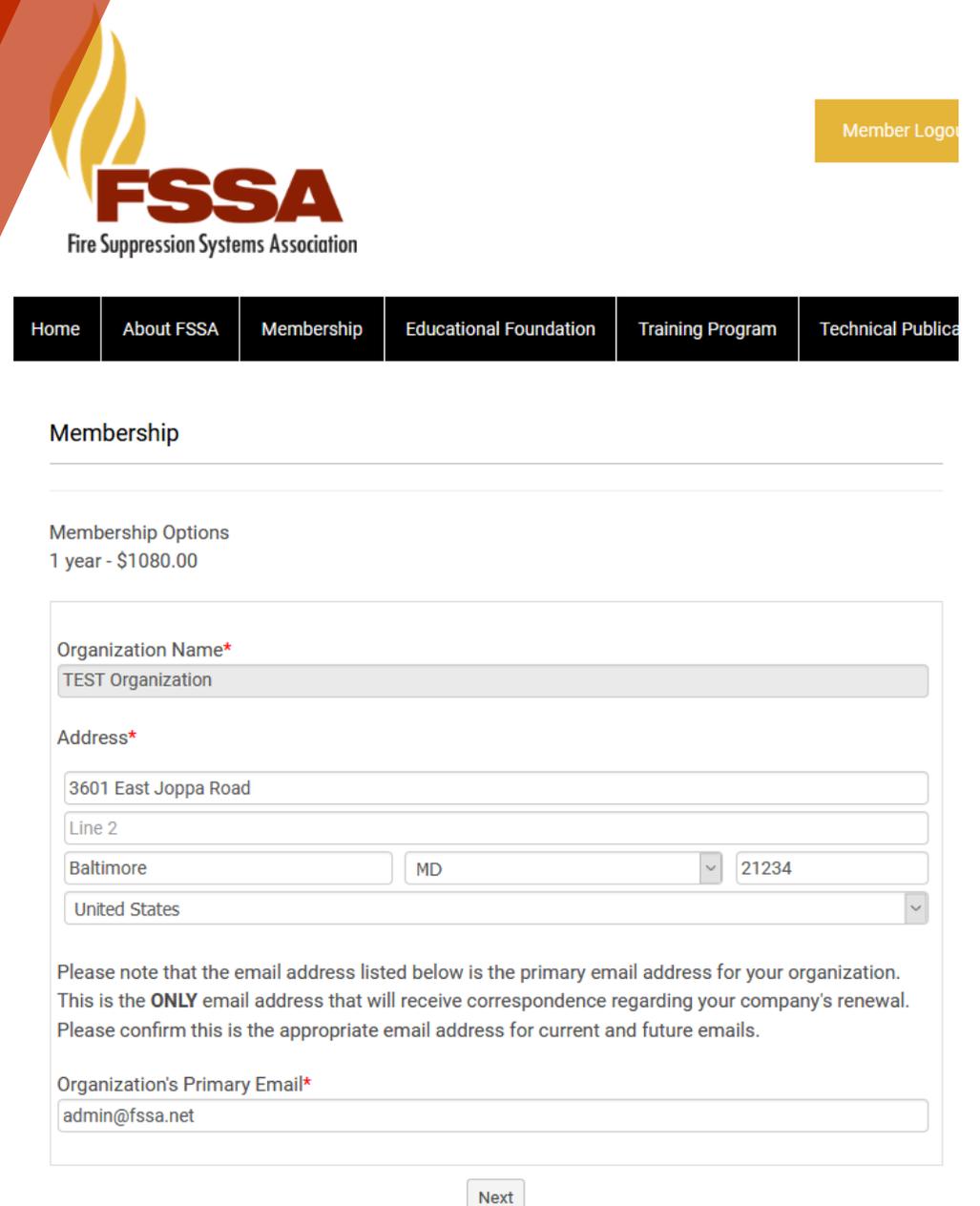
Renewal Form

You can also fill out a renewal form to renew your membership for the next year.

By taking the renewal form, it allows you the opportunity to update your information, and add/remove any linked profiles as needed.

Once you have completed our renewal form, a renewal invoice will be generated and emailed to you.

*****Note: In order to renew, you must have received a renewal email notification.***



The screenshot shows the FSSA website's renewal form. At the top left is the FSSA logo (Fire Suppression Systems Association) with a flame icon. To the right is a yellow 'Member Login' button. Below the logo is a navigation menu with links: Home, About FSSA, Membership, Educational Foundation, Training Program, and Technical Publications. The 'Membership' page is active, showing 'Membership Options' for '1 year - \$1080.00'. The form fields are: 'Organization Name*' (TEST Organization), 'Address*' (3601 East Joppa Road, Line 2, Baltimore, MD, 21234, United States), and 'Organization's Primary Email*' (admin@fssa.net). A 'Next' button is at the bottom right.

Member Login

Home About FSSA Membership Educational Foundation Training Program Technical Publications

Membership

Membership Options
1 year - \$1080.00

Organization Name*
TEST Organization

Address*
3601 East Joppa Road
Line 2
Baltimore MD 21234
United States

Please note that the email address listed below is the primary email address for your organization. This is the **ONLY** email address that will receive correspondence regarding your company's renewal. Please confirm this is the appropriate email address for current and future emails.

Organization's Primary Email*
admin@fssa.net

Next

Renew From Your Profile



Log in



Navigate to 'My profile'



Click 'Renew'

My Profile

My Features

Your membership has lapsed.

Renew



John Doe



Community

My Profile

Connections

My Features

Inbox

2

Search Directory

Renewal
Renew your membership

Currently Linked Profiles

Contact Name	Unlink
Kinsey Mahan	Update Options Unlink
Addy Bauermeister	Update Options Unlink
Duncan McCreery	Update Options Unlink
Teresa Herman	Update Options Unlink
Jay Fitzmaurice	Update Options Unlink

5 Per Page of 7

Page 1 of 2 [First](#) [Previous](#) [Next](#) [Last](#)

Create Linked Profile

New Linked Profiles

There are no new linked profiles

Total Number of Profiles: 7

Submit

Key Contacts

- Key contacts can pay dues on behalf of the organization
- Log in to your profile > click 'Renew'
- This will take you to a page to review, add, and unlink any current linked profiles.
- Once you are finished reviewing/making changes to this area, click 'Submit' at the bottom
- You will now be taken to your renewal invoice to pay or download.



Pay Your Renewal Invoice

Once you have clicked submit. You will be taken to your renewal invoice to pay.

Paying an Invoice: Paying an invoice can be done online. Simply click on the **Pay Invoice** button at the bottom.

Our payment area will come up for you to enter your card and billing information.

My Profile | My Features | Search Directory

Profile | Change Profile Picture | Contact Preferences | Message History | Invoices | Submissions | Individual Profiles

Invoices

OPEN

Fire Suppression Systems Association
3601 East Joppa Road
Baltimore, Maryland 21234
www.fssa.net
(410) 931-8100
TEST Organization

Invoice # 2014
Invoice Date 07/14/2020
Invoice Due Due Upon Receipt

Amount Due \$1080.00

Transactions	
Description	Amount
Membership Renewal - Installer - TEST Organization - (through March 31, 2021) Test Profile	\$1080.00

Total Amount	\$1080.00
Amount Paid	-\$0.00
Amount Due	\$1080.00

NOTES
Name on Card: _____
Card Number: _____
Expiration Date: _____
CVW/Security Code: _____

****CVW/Security Code is required to complete all credit card transactions****

You can also email this form to finance@fssa.net.
For more information on FSSA, visit our website at www.fssa.net, email admin@fssa.net or call head office at (410) 931-8100.

Pay Invoice **Download Invoice**

Be Sure to Take Advantage of Your Member Benefits!

Dear Member,

Thank you so much for becoming a member of the FSSA! We're thrilled to have you on board and can't wait to get to know you.

In addition, we want to make sure you're taking full advantage of all the [membership benefits](#) available! Here are a few other things to get started with ASAP:

[Member-only access to the FSSA Annual Forum](#)

[Annunciator E-Newsletter](#)

[Discounted Publications](#)

[Suppression Industry Committees working for you](#)

[NFPA Representation](#)

One of the best ways to get value out of your membership is to participate in [webinars](#), networking events, [purchase publications](#), and take [online training program courses](#). To help you get involved, be sure to check out our events we have planned over the next couple of months:



How Our Latest FSSA
Member Promotion Can
Strengthen Your Business

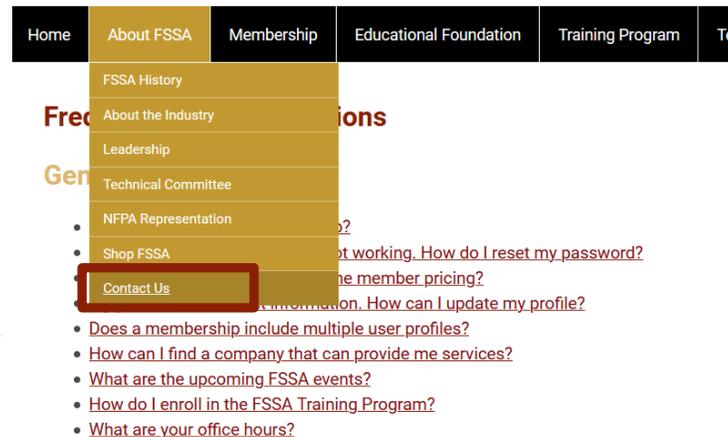




Questions?

You can use the online contact form for your membership inquiries!

Be sure to check out our [FAQ page](#) for frequently asked questions.

A screenshot of the FSSA website's navigation menu. The menu is displayed in a dark grey bar at the top of the page. The items in the menu are: Home, About FSSA, Membership, Educational Foundation, Training Program, and Te. The "Membership" item is highlighted with a gold background. Below the "Membership" item, a dropdown menu is visible, listing various links: FSSA History, About the Industry, Leadership, Technical Committee, NFPA Representation, Shop FSSA, and Contact Us. The "Contact Us" link is highlighted with a red border. Below the dropdown menu, a list of frequently asked questions is displayed, including: "Does a membership include multiple user profiles?", "How can I find a company that can provide me services?", "What are the upcoming FSSA events?", "How do I enroll in the FSSA Training Program?", and "What are your office hours?".