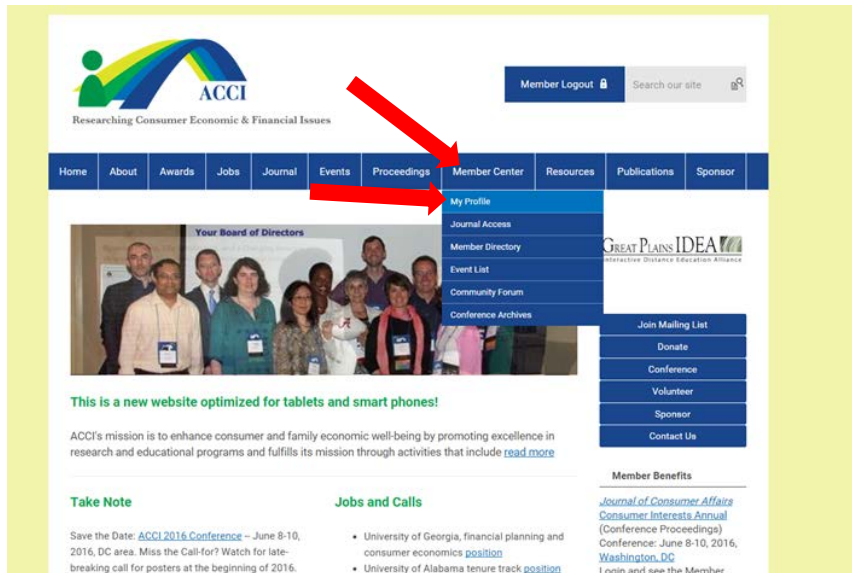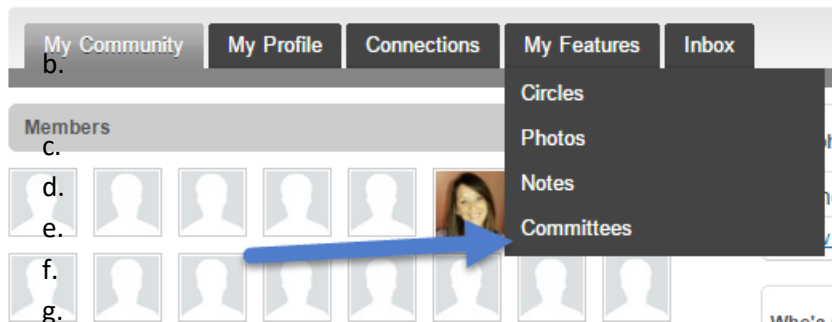# How to use the Committees Function
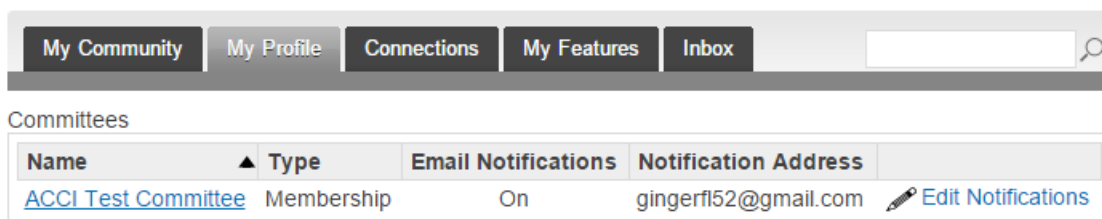## (Please note that this is a Members ONLY benefit)

1. Login to the ACCI **Member section by clicking on the Member Login** button at the top of the page (if you need help, please see "How to Login to ACCI Member site" Instructions

2. Click on the **Member Center** drop down menu, then select **My Profile**

3. On the next screen,
   a. select **My Features – Committees**

   b.
   c.
   d.
   e.
   f.
   g.

   b. The Committee(s) to which you belong will appear below your profile

Committees

Name	▲ Type	Email Notifications	Notification Address	
ACCI Test Committee	Membership	On	gingerfl52@gmail.com	✏ Edit Notifications

c. select **the Committee you wish to see**

d. Once selected you will see the **Committee Menu** highlighted in yellow below

e. Members are listed as are messages and files

f. Remember to click on Edit Committee to select how often you wish to receive emails when a change is made to the Committee. In this way you control your email in-box more efficiently