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. The Committee(s) to which you belong will appear below your profile
c. select the Committee you wish to see

![Committee selection screen](image)

**Committee: ACCI Test Committee**

**Messages (1 message)**
- Title: This is how committees work
- Author: Ginger Phillips
- Date/Time: 11/24/2015 06:46:09 AM

**Members (1 member)**
- Name: Ginger Bailey
- Position: Member

**Files**

![Committee menu highlighted](image)

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

![Committee menu](image)

e. Members are listed as are messages and files

![Committee members](image)

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

![Edit Committee](image)