

# How to Use The Members Area and Technology Partner Network

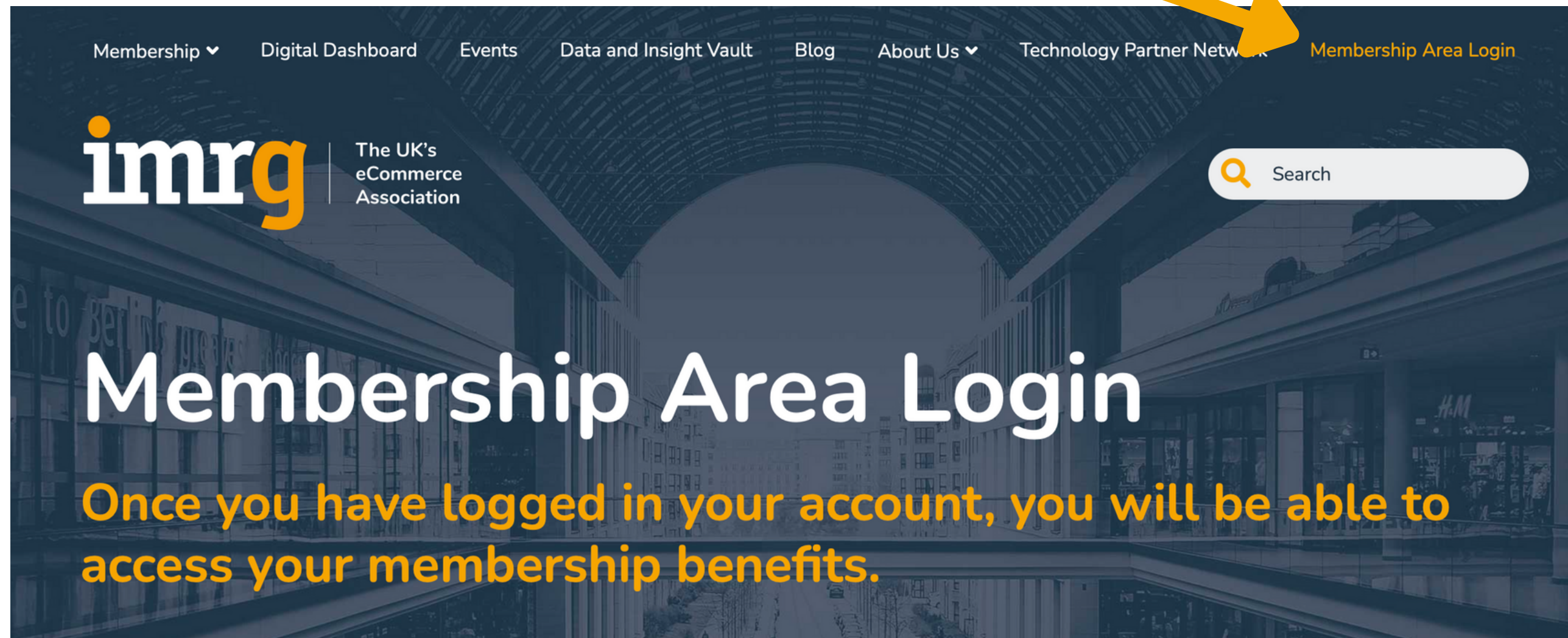
This guide is for company representatives who take ownership of the IMRG membership.

We have already set you up as a company administrator, giving you access to the Members Area

# Login



- Visit [www.imrg.org](http://www.imrg.org) to access your account
  - Click 'Membership Area Login' in the top right hand corner



# Enter your email address and password

## Sign in

Username or Email Address

Password

Remember Me

Log In

[Lost your password?](#)

# Reset your password



- **If you're unsure of your login details, click the link below to reset**
  - <https://imrg.org/wp-login.php?action=lostpassword>
  - If you can't find this email then please check your junk folder, and if you still can't find the email please contact [lane.williams@imrg.org](mailto:lane.williams@imrg.org)
- **Reset your password**
  - You can choose any password of your choice . However, the password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ).

**Once logged in, you can change your password**, by clicking the orange 'Update your password' button within your 'Membership Area'.

Your IMRG membership enables you and your team to get access to our data and insight vault.

All user logins are added to our mailing list, so you will get sent the latest market results, event invitations and insight reports.

## Your account actions

Update your password

You will then be redirected to your Profile page, which can also be accessed through this URL: <https://www.imrg.org/profile/>

- Membership Details
- User Details
- Edit Company Details
- Membership Benefits
- Manage Users
- Log out

## Membership Benefits

Your membership give you access to an unrivalled amount of benefits: from connecting with other members to sharing your knowledge; and from unique data, analysis and insight to expert advice.

[See your membership benefits](#)

## Membership Start date

April 1, 2021

## Membership End Date

March 31, 2022

[Renew your membership](#)

[Upgrade your membership](#)

# What can you do in the members area?



- Change your user details and contact information
- Add new users to your company profile so that they can access all of the member-only content e.g. the Data and Insight Vault
- Access your Membership Benefits and find links to access all the member-only parts of the site
- Request to renew your membership
- Upgrade your membership if you'd like to access additional benefits
- Edit your profile on the Technology Partner Network

# Navigating the Members Area

The following pages will guide you through using the Members Area and making the most of your profile in the Technology Partner Network



# How to view all of your membership benefits in one place:

[Membership Details](#) [User Details](#) [Edit Company Details](#) [Membership Benefits](#) [Manage Users](#)

[Log out](#)

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You'll be directed through to a page like this. Scroll down to view all of your benefits and click on the links to access the different parts of the site that relate to each benefit:



## Market Intelligence to enhance your strategy and underpin sales conversations



- ▶ [Data and Insight Vault](#)
- ▶ [Digital Dashboard](#)
- ▶ [Reports](#)
- ▶ [Datasets](#)
- ▶ [LinkedIn Live Quickfire Q&A's](#)



## Contribute to the IMRG blog



- ▶ [Submit a request to host your blog on the site](#)

# How to change your user details, contact information, and password.

Membership Details **User Details** Edit Company Details Membership Benefits Manage Users

Log out

## Your account actions

Update your password

## User Edit

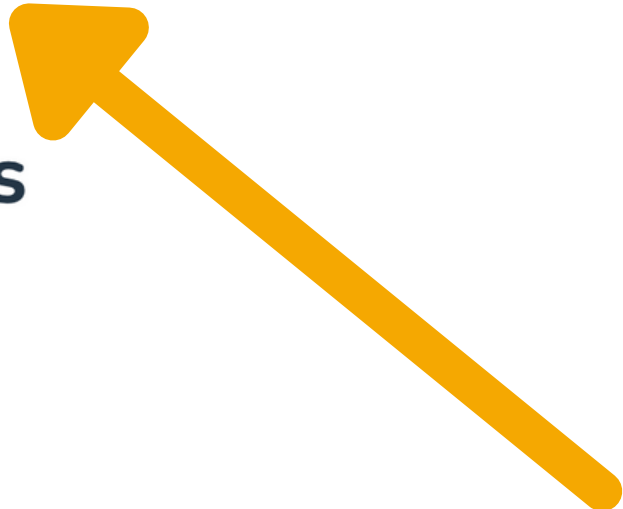
Email *(Required)*

First name *(Required)*

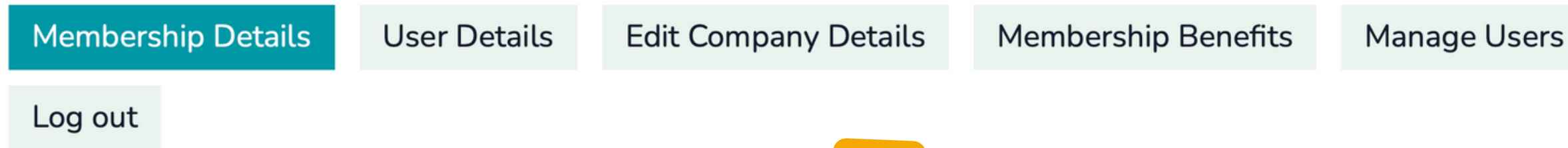
Last name *(Required)*

Job Title *(Required)*

Submit



# How to edit your profile in the Technology Partner Network.



- **Click on 'Edit Company Details'**
  - This will then open the Technology Partner Network in a new tab (see next page).
  - Please send a high res (jpeg or png) logo to IMRG to upload to your profile

# You will be directed to the area below, where you can edit you profile:

Company

Edit Details

Fill out the information below to change what's displayed in your Technology Partner Network profile

## Company Summary

<p>ACI Worldwide, the Universal Payments company, powers electronic payments and banking for more than 5,000 financial institutions, retailers, billers and processors around the world. ACI software processes \$13 trillion in payments and securities transactions for more than 250 of the leading global retailers, and 21 of the world's 25 largest banks. Universal Payments is ACI's strategy to deliver the industry's broadest, most unified end-to-end enterprise payment solutions. Through our comprehensive suite of software products and hosted services, we deliver solutions for payments processing; card and merchant management; online banking; mobile, branch and voice banking; fraud detection; trade finance; and electronic bill presentment and payment.</p>

## Products & Services

Add Service

## Company Website

<https://www.aciworldwide.com/onlinefraudprevention>

- Please ensure you have **https://** at the start of your web address

To use this page, please fill out the information and then scroll to the bottom and click 'Update'.

### Company Email

Please fill this out to enable an enquiry form to show in your profile

### Company Contact Number

01483 728 700

### Company Address

Update

Once you've updated this, you'll see that the information is used to update the company overview. Two new buttons will also have appeared, reading 'Contact Partner' and 'Visit Company Website'. This is done by filling out the 'Company Summary', 'Company Email' and 'Company Website' boxes from the previous slide.



Contact Partner

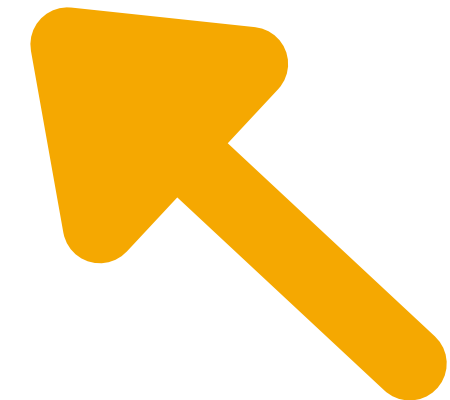
Visit Company Website

Company

## IMRG

Dedicated to the growth of ecommerce, we connect the industry through unique and commercially valuable market data, insight and best practice, as well as high quality networking and relationship building.

For over 20 years, IMRG (Interactive Media in Retail Group) has been the voice of e-retail in the UK. We are a membership community comprising businesses of all sizes – multichannel and pureplay, SME and multinational, and solution providers to industry. We support our members through a range of activities – including market tracking and insight, benchmarking and best practice sharing. Our indexes provide in-depth intelligence on online sales, mobile sales, delivery trends and over 40 additional KPIs. Our goal is to ensure our members have the information and resources they need to succeed in rapidly-evolving markets – both domestically and internationally.



You can also head back to the 'edit profile' tab to add case studies to your profile in the Technology Partner Network, highlighting clients that you've worked with previously. Please upload no more than 3 case studies. These will be reviewed by the IMRG before publishing.

## Add a case study

Want to display a client case study in your company profile? Drop a PDF in below and we will upload it to your profile for you. If you don't have a full case study, you can still drop a client logo in below and we will display it for you.

Case Study Document (Drop your file here)

Drop files here or

 Select files

Accepted file types: pdf, doc, docx, Max. file size: 1 GB.



Add the name of the company included in the case study, give it a short description, and add a Case Study Image (recommended size: 400 x 400px) then hit 'Submit'.

Case Study Company Name

Case Study Short Description

0 of 100 max characters

Case Study Image (Company Logo)

no file selected

Max. file size: 1 GB.

Once you've clicked submit, this will be sent to the IMRG team to authorise and publish



Contact Partner

Visit Company Website

Company

Case Studies



### IMRG Example

This is a test description for the 'Members Area - How to Guide'.

Read more



You'll be sent a link to the case study once complete for you to check over

# And now your profile is complete!

Any questions, please reach out to your account manager,

Davinder Bhatia

[davinder.bhatia@imrg.org](mailto:davinder.bhatia@imrg.org)