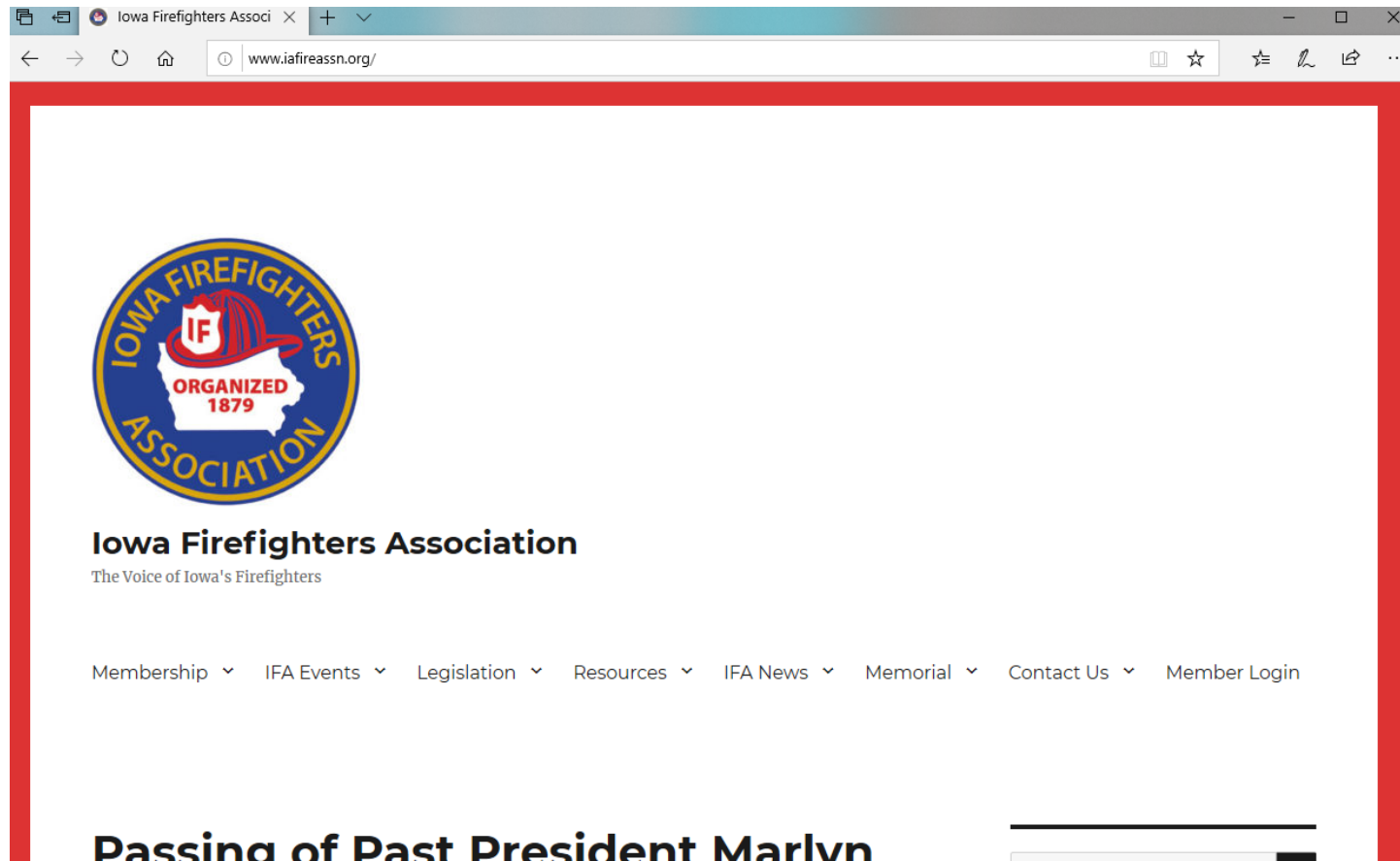


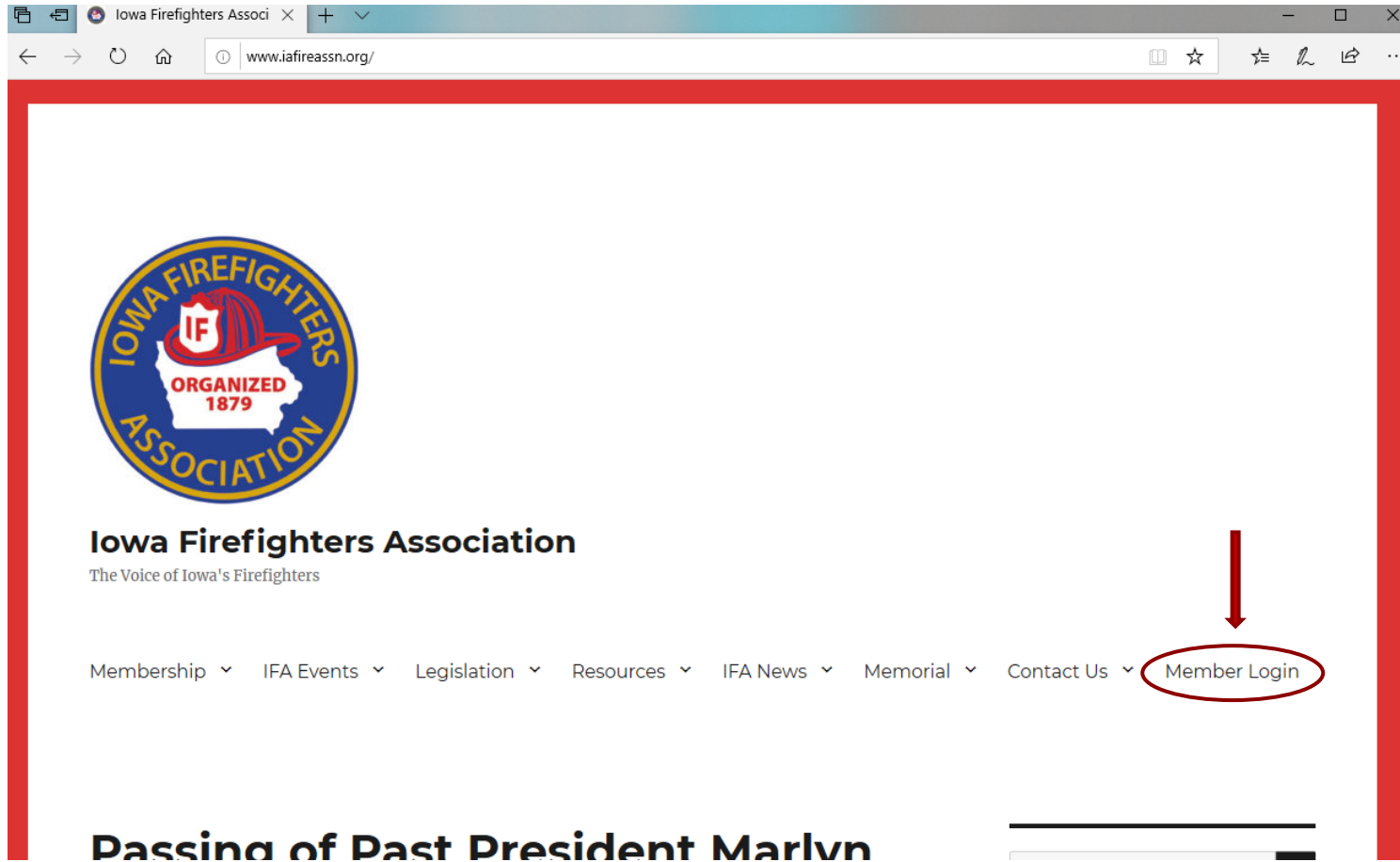
IFA Membership Renewal

Step by step guide to renewing your membership online.



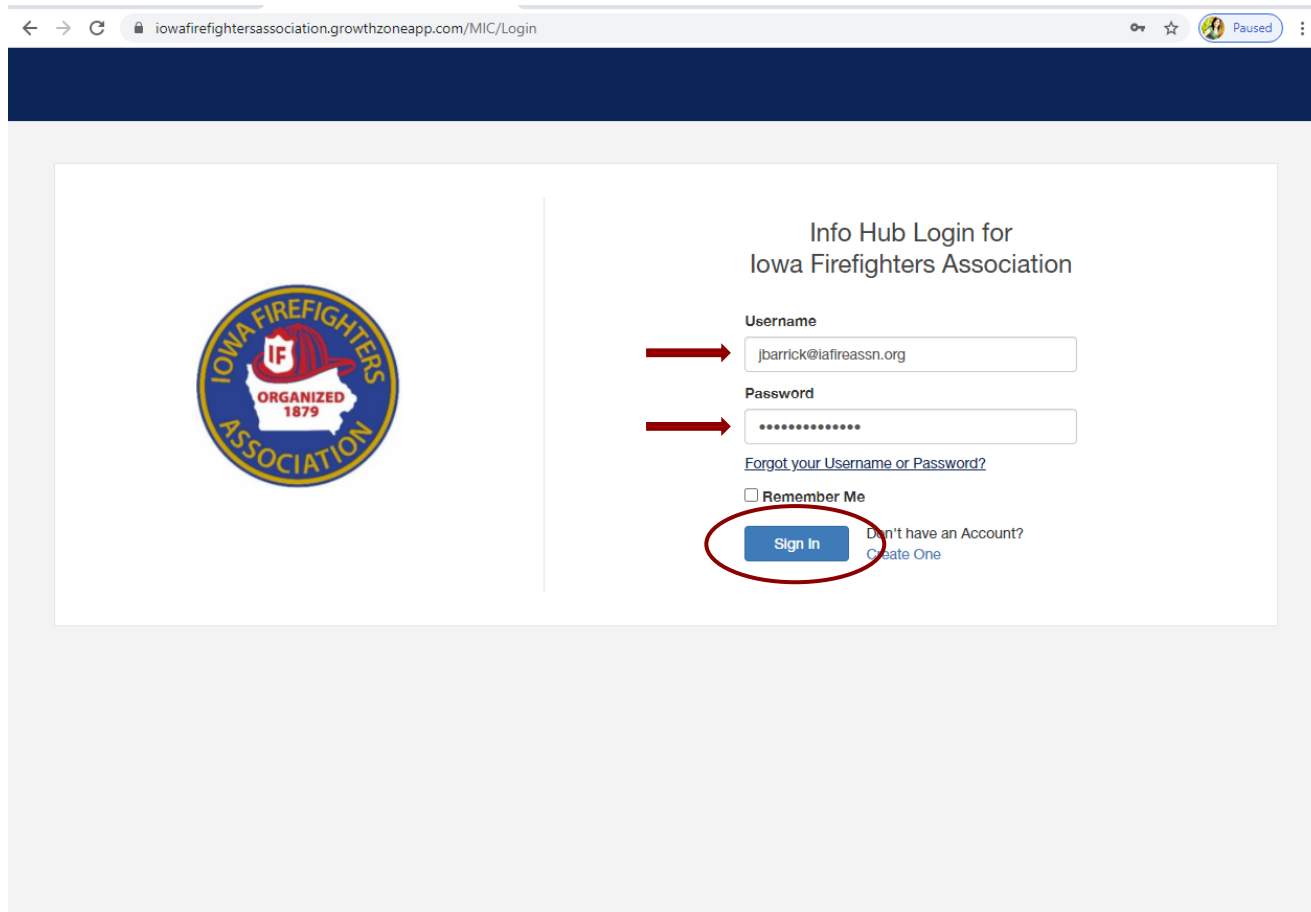
Step 1

Go to the IFA home page www.iowafirefightersassociation.com



Step 2

On the right of the screen click on the member login tab



Step 3

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

Logged in as Jason Barrick - Iowa Falls Fire Department

- Home
- My Info**
- My Directory Listing(s)
- My Subscriptions
- Events
- Iowa Firefighters Association Webpage
- InfoHub Link

Welcome to the Iowa Firefighters Association GrowthZone InfoHub!

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Please bookmark this link, as you'll need it to access the InfoHub portal going forward:
<https://iowafirefightersassociation.growthzoneapp.com/MIC/Login>

Your Contact Info

You'll find your personal information on the **My Info** menu on the left. If 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 **pencil** icon button next to the item to be updated.

For Members with Department Roster Access

You can access your department roster by clicking on the **Related 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*

UPCOMING EVENTS
None to display

ACCOUNT BALANCE
\$631.00 [Go to Billing](#)

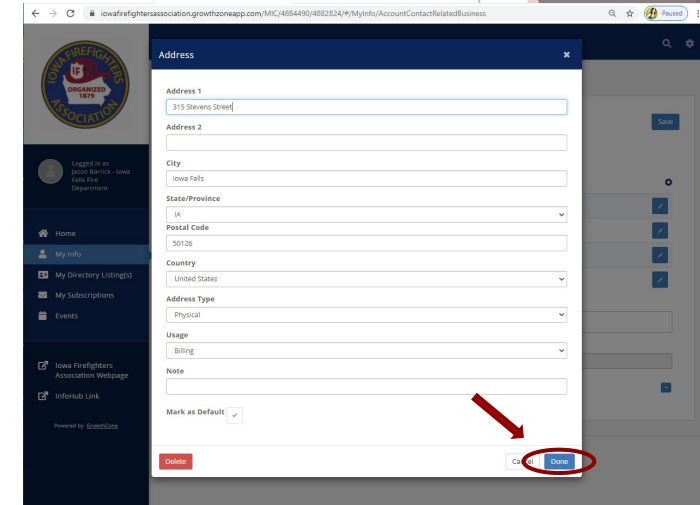
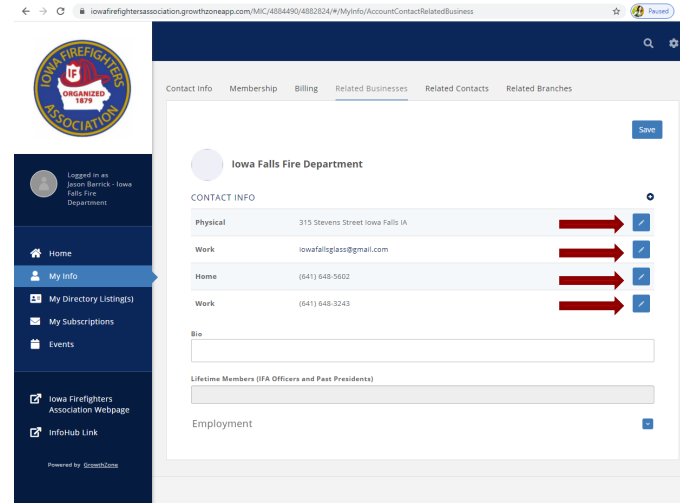
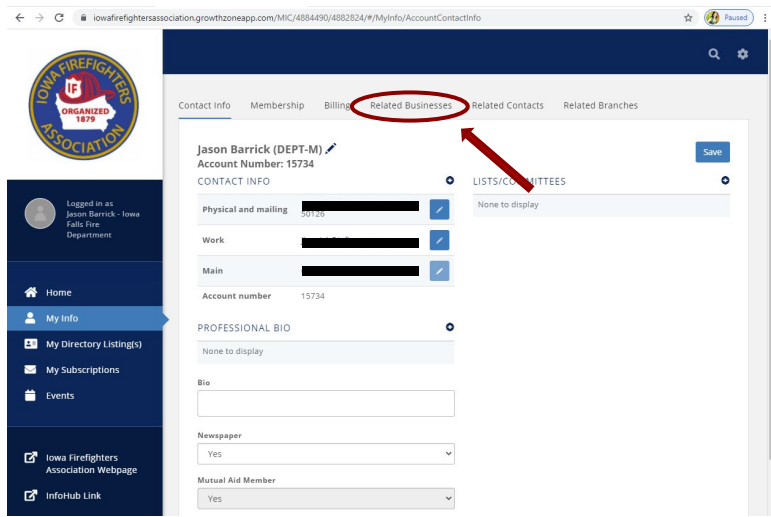
Step 4

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

The screenshot shows a web browser window with the URL iowafirefightersassociation.growthzoneapp.com/MIC/4884490/4882824/#/MyInfo/AccountContactInfo. The page features the Iowa Firefighters Association logo (Iowa Firefighters Association, ORGANIZED 1879) and a navigation menu on the left with options: Home, My Info (selected), My Directory Listing(s), My Subscriptions, Events, Iowa Firefighters Association Webpage, and InfoHub Link. The main content area is titled "Jason Barrick (DEPT-M)" with "Account Number: 15734" and a "Save" button. It is divided into sections: CONTACT INFO, LISTS/COMMITTEES, PROFESSIONAL BIO, Bio, Newspaper, and Mutual Aid Member. The CONTACT INFO section includes fields for Physical and mailing (18425 140th St IOWA FALLS IA 50126), Work (jbarrick@iafireassn.org), Main (641-373-1999), and Account number (15734). The LISTS/COMMITTEES section shows "None to display". The PROFESSIONAL BIO section shows "None to display". The Bio section has an empty text input field. The Newspaper section has a dropdown menu set to "Yes". The Mutual Aid Member section has a dropdown menu set to "Yes". Red arrows point to the pencil icons next to the Physical and mailing, Work, and Main fields.

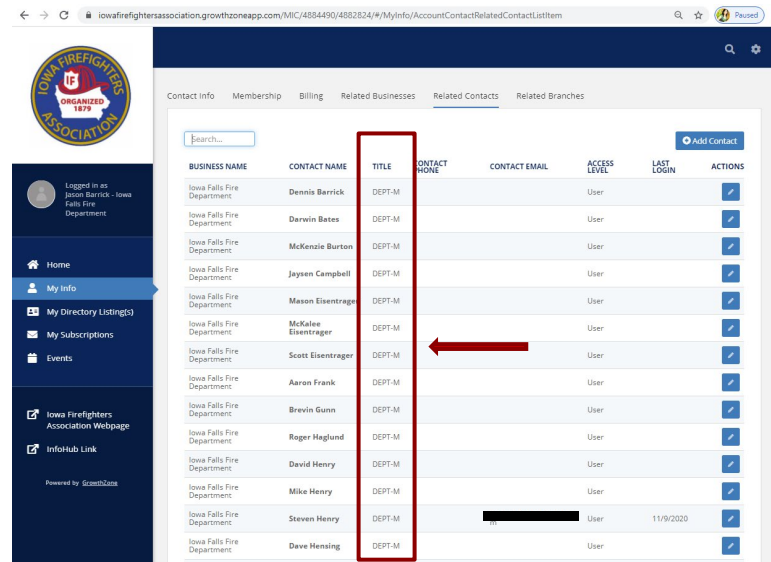
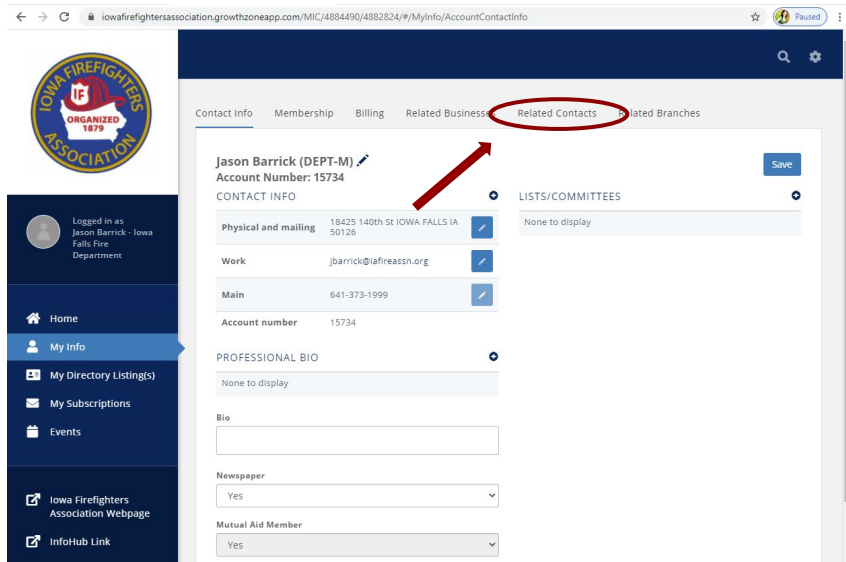
Step 5

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.



Step 6

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.



Step 7

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)**

Logged in as Jason Barrick - Iowa Falls Fire Department

Home
My Info
My Directory Listing(s)
My Subscriptions
Events
Iowa Firefighters Association Webpage
InfoHub Link

Powered by GrowthZone

Contact Info Membership Billing Related Businesses **Related Contacts** Related Branches

Search... Add Contact

BUSINESS NAME	CONTACT NAME	TITLE	CONTACT PHONE	CONTACT EMAIL	ACCESS LEVEL	LAST LOGIN	ACTIONS
Iowa Falls Fire Department	Dennis Barrick	DEPT-M			User		
Iowa Falls Fire Department	Darwin Bates	DEPT-M			User		
Iowa Falls Fire Department	McKenzie Burton	DEPT-M			User		
Iowa Falls Fire Department	Jaysen Campbell	DEPT-M			User		
Iowa Falls Fire Department	Mason Eisentrager	DEPT-M			User		
Iowa Falls Fire Department	McKalee Eisentrager	DEPT-M			User		
Iowa Falls Fire Department	Scott Eisentrager	DEPT-M			User		
Iowa Falls Fire Department	Aaron Frank	DEPT-M			User		
Iowa Falls Fire Department	Brevin Gunn	DEPT-M			User		
Iowa Falls Fire Department	Roger Haglund	DEPT-M			User		
Iowa Falls Fire Department	David Henry	DEPT-M			User		
Iowa Falls Fire Department	Mike Henry	DEPT-M			User		
Iowa Falls Fire Department	Steven Henry	DEPT-M		iowafallsglass@gmail.com	User	11/9/2020	
Iowa Falls Fire Department	Dave Hensing	DEPT-M			User		

Add / Edit Account Contact Related Contact

First Name: Dennis Last Name: Barrick

Title: DEPT-M

Phones / Emails / Websites

PHONE, EMAIL, OR WEBSITE	TYPE	NOTE

Addresses

Address	Address 2	City	State/Prov.	Postal Code
		IOWA FALLS	IA	50126

Country: United States Type: Mailing Usage: -- No Choice -- Note:

Send Login Information

Delete Cancel Done

Powered by GrowthZone

Iowa Falls Fire Department	David Henry	DEPT-M	User
Iowa Falls Fire Department	Mike Henry	DEPT-M	User
Iowa Falls Fire Department	Steven Henry	DEPT-M	iowafallsglass@gmail.com User 11/9/2020
Iowa Falls Fire Department	Dave Hensing	DEPT-M	User

Step 8

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.

Browser address bar: iowafirefightersassociation.growthzoneapp.com/MIC/4884490/4882824/#/MyInfo/AccountContactRelatedContactListItem

Form Title: Add / Edit Account Contact Related Contact

Fields:

- First Name: Dennis
- Last Name: Barrick
- Title: DEPT-M

Section: Phones / Emails / Websites

PHONE, EMAIL, OR WEBSITE	TYPE	NOTE
+		

Section: Addresses

Address	Address 2	City	State/Prov.	Postal Code
Po Box 428		IOWA FALLS	IA	50126
Country	Type	Usage	Note	
United States	Mailing	-- No Choice --		

Send Login Information

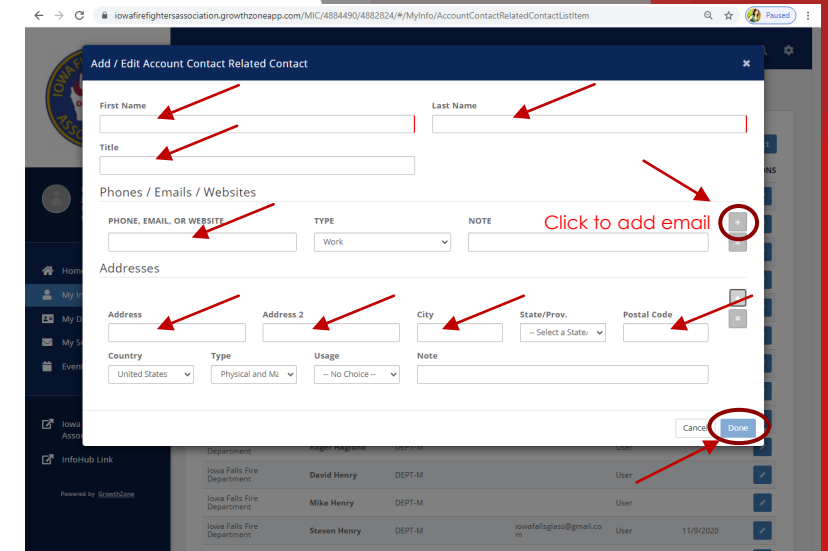
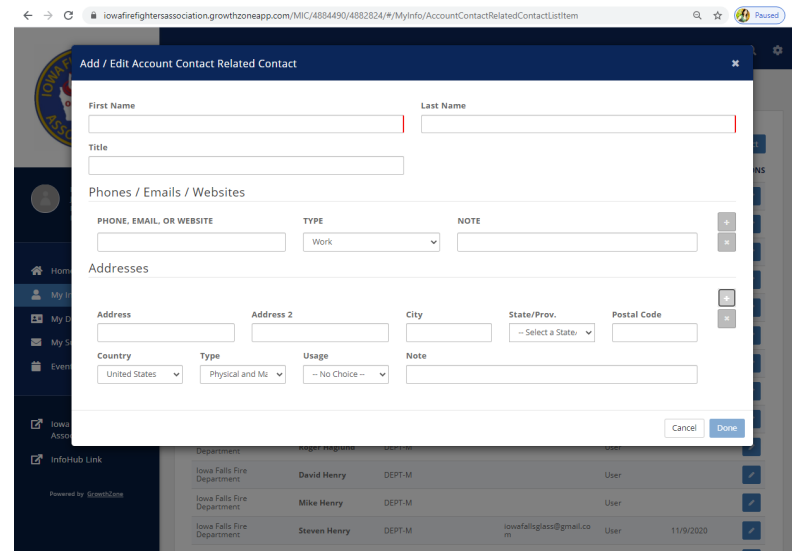
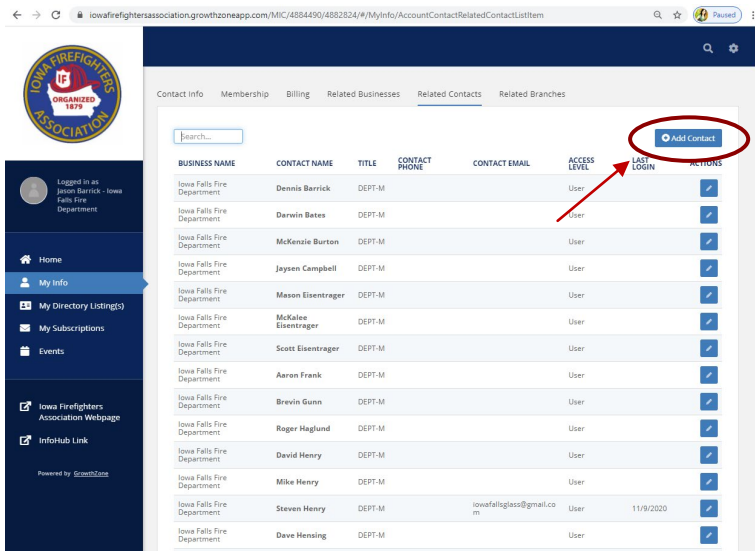
Buttons: Delete, Cancel, Done

Background Table:

Name	Title	Department	User	Other Info
David Henry	DEPT-M	Iowa Falls Fire Department	User	
Mike Henry	DEPT-M	Iowa Falls Fire Department	User	
Steven Henry	DEPT-M	Iowa Falls Fire Department	User	iowafallsglass@gmail.com, 11/9/2020
Dave Hensing	DEPT-M	Iowa Falls Fire Department	User	

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.



Step 10

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 USAGE 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.

Logged in as Jason Barrick - Iowa Falls Fire Department

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None to display

ACCOUNT BALANCE
\$631.00 [Go to Billing](#)

Logged in as Jason Barrick - Iowa Falls Fire Department

- Home
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Powered by GrowthZone

Communication Preferences
Logout

Search...

BUSINESS NAME	CONTACT NAME	TITLE	CONTACT PHONE	CONTACT EMAIL	ACCESS LEVEL	LAST LOGIN	ACTIONS
Iowa Falls Fire Department	Dennis Barrick	DEPT-M			User		
Iowa Falls Fire Department	Darwin Bates	DEPT-M			User		
Iowa Falls Fire Department	McKenzie Burton	DEPT-M			User		
Iowa Falls Fire Department	Jaysen Campbell	DEPT-M			User		
Iowa Falls Fire Department	Mason Eisentrager	DEPT-M			User		
Iowa Falls Fire Department	McKalee Eisentrager	DEPT-M			User		
Iowa Falls Fire Department	Scott Eisentrager	DEPT-M			User		
Iowa Falls Fire Department	Aaron Frank	DEPT-M			User		
Iowa Falls Fire Department	Brevin Gunn	DEPT-M			User		
Iowa Falls Fire Department	Roger Haglund	DEPT-M			User		
Iowa Falls Fire Department	David Henry	DEPT-M			User		
Iowa Falls Fire Department	Mike Henry	DEPT-M			User		
Iowa Falls Fire Department	Steven Henry	DEPT-M		iowafallsglass@gmail.com	User	11/9/2020	

Step 11

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".

Step 12

Once you have updated all of your information concerning your department please email the IFA office at ifaoffice@iafireassn.org 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.