

Quick Start Guide - ATA e-Business Program Members Web Site

The ATA e-Business Program home page is here: <http://www.ataebiz.org/Pages/default.aspx> Members and non-members can find information about the groups and activities here.

To Join the ATA e-Business Program

STEP 1: Determine if your company is already a registered member of the ATA e-Business Program by viewing the [Member Company List](#).

If yes, simply **sign-up as a Company Representative** (at no additional cost) and skip Step 2. Access will be granted assuming you complete the on-line application form, and your active e-mail address uses the member company's domain name.

[Company Representative Sign-Up](#)

STEP 2: Register your company as a new ATA e-Business Program member.

Step 2.1: Review the ATA e-Business Program [Membership Agreement](#) and [DocuSign Here>>](#).

Step 2.2: After the Agreement is counter-signed by ATA, [register yourself](#) as the Membership Contact for your company. Upon approval, you will be able to sign in and make payment to finalize your company's membership.

Step 2.3: [Log In](#) and pay for your Company Membership. Payment options include credit card, check, and wire transfer.

- If paying online now by credit card, select the membership type and proceed through the steps to complete the payment.
- If paying later by credit card, check, or wire transfer, select "Skip for now" and contact admin@ataebiz.org for payment instructions.

To Join Working Groups

Once you join the ATA e-Business Program you are able to join any working groups and sub-teams that you wish.

1. [Log In](#) to your account
2. Select "Working Groups" from the menu options at the top of the page.
3. Select the Working Group or Sub-Team you wish to join from the "All Groups" listing.
4. On the group's home page, click the "Join Group" link.
5. You will be prompted to select how you would like to receive notifications from this group ("Real time" is the recommended option). Make your selection and click the "Yes join the group" link.
6. This will automatically add you to the group and enable you to access all group materials and receive all group notifications.

To View Working Group Information

On your home page, you will see a listing of all groups to which you belong. Click the name of the group that you wish to access.

In the main body of the group's home page, you will see the following:

- Contact information for the group officers
- A description of the group's roles and responsibilities
- A calendar of upcoming group events
- Special group announcements

The group menu consists of the following items:

- Group Home – Takes you to the group's home page
- Emails – An archive of all group emails

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- Events – The group events calendar
- Members – A list of all active group members
- Workspace – A collection of the following group features
 - Documents – All documents uploaded to the group's document library
 - Click on the document name to see details about the document
 - Click on the "Download" link to download the file
 - Click the "Folder Navigator" link to see the nested folder view
 - Roster – A list of all group members and their roles
 - Comments – All group document comments submitted
 - Ballots – All group ballots
 - Action Items – All group action items
 - Settings – A summary of group settings

To View and Update Your User Profile

[Log In](#) and [Connect to your Profile](#) to manage your profile information, such as your photo, contact information, company type, and bio.

The Profile page also allows you to access and manage the following additional information:

- My Connections – Connect with and follow other users
- My Contributions – Keep track of your contributions, e.g., events posted, documents uploaded, emails posted, etc.
- My Account – Manage various aspects of your account, e.g., email preferences, privacy settings, membership, group email notification settings, etc.
- My Inbox -

If you have any questions, please contact admin@ataebiz.org for assistance.