How to view and update your online roster

*Primary Contacts are the only roster members with access to the online roster*

Step 1: Log in to your account through the AACRAO homepage. Your username should be your work email.
Step 2: After logging in, you will be taken to your personal Profile page. From there you can select the Company Memberships tab on the left to view your membership information.

Step 3: This page shows whether your annual membership is renewed or unrenewed (see Term Start/End Date). Select the Manage button found within your subscription box to manage your roster.
**Step 4:** After accessing Company Membership and clicking Manage, you will be brought to your Company’s Membership Page. Select the Members tab on the left hand side to view your roster.

**Step 5:** All active roster members have a checkmark next to their name. If you would like to mark someone as an active member, select the blank box next to their name to assign them to the roster. This will check-off the box marking the individual’s status as active. When all purchased roster spots are full, no one else can be added and the blank boxes will be filled gray until another membership spot is purchased or made available.
**Step 5:** New members can be added to a roster with open spots available. Select the blue +Add New Member button, fill out the following information section, then select the Done button.
After the information is submitted, the new member will appear on your roster with a blank box next to their name. Make sure to check the box next to the new member to mark them as active and check-off the box.

Notes: AACRAO no longer accepts separate billing contacts. All billing processes will be sent to the primary contact. Additional membership purchases cannot be added through the online roster. All additional membership payments must be submitted to the Membership department via the Application for Additional Membership form located on the AACRAO website.

If you have any issues during this process you can contact our office by phone at (202) 355-1040 or by email at membership@aacrao.org for further assistance.