Eastern Association Student Financial Aid Administrators
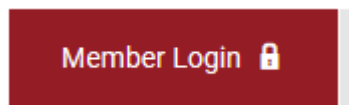
EASFAA Member Login Instructions

From the EASFAA Home Page, select Member Services → Manage Your Membership

OR

Select the "Member Login" button from the home page at https://www.easfaa.org

Member Login 🔒

Member Username is email address.

For new users, select "Reset Password" to get a new Password. An email will be sent with a temporary dedicated link to reset your password.

Username

[   ]

Password

[👁]

Retrieve Username | Reset Password

LOG IN

Manage Your EASFAA Institutional Membership

Select "My Profile" Or "Update Your Profile" depending on view:

Manage Your Organization

Select "Your Organization" under the "My Profile" tab. NOTE: you must click on the "My Profile" tab to show the options.
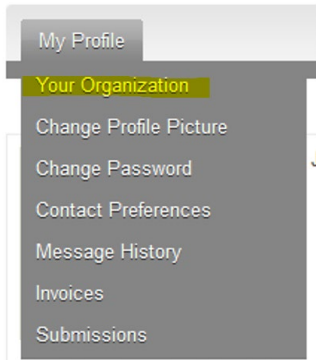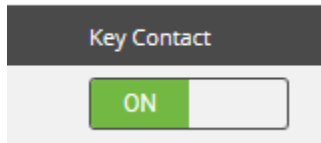

From this section, select the "Individual Profiles":
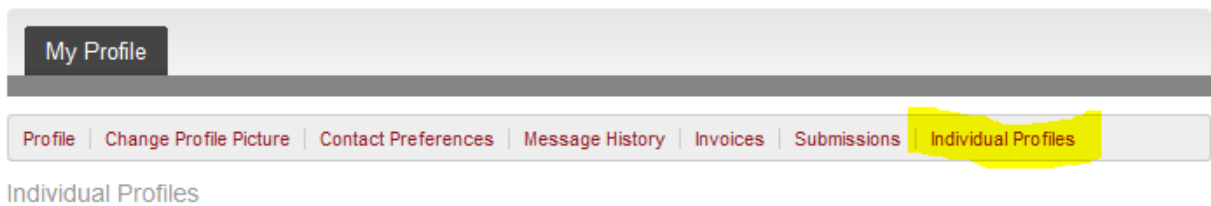
The current individuals within you EASFAA Institutional membership will be listed.

Key Contact(s)

The "Key Contact" ON button indicates the individuals with the access available to make changes to the institutional membership.

 All others will be set to OFF.

Adding Individuals

To add individuals to your institutional membership, select the "Create Linked Profile" button:

Add Username as the individual's email address.

Enter Full Name in the fields provided.

Add the individual's Email address.

If only one profile to add, select "Save". If you have more than one, "Save and Add Another" and add additional profiles. Each individual will get an email with a temporary password.

Remove Individual

If an individual listed is no longer part of your institution, select the "Unlink" button next to their name.

For followup questions on membership management, contact EASFAA Membership at membership@easfaa.org.

Renew Your EASFAA Institutional Membership

Upon logging into your profile, there will be a membership expiration notice; select the "Renew" button.

My Profile

Your membership will expire at 11:59 PM EST on May 31, 2020.

Renew

In the next section, review the members from your institution.

"Unlink" (remove) anyone who is no longer part of your institutional membership.

Renew your membership

Member Type
Institution ▾

Currently Linked Profiles

Contact Name	Unlink
■■■■■■	Unlink
	Unlink
	Unlink
	Unlink
	Unlink

5 ▾ Per Page of **20**   Page 1 ▾ of **4**   First Previous Next Last

"Create Linked Profiles" (add) for anyone new to your institutional membership.

Create Linked Profile

New Linked Profiles

There are no new linked profiles

Total Number of Profiles: 20

Once completed, select submit button

Submit

An invoice for your institutional membership will display:

OPEN

Invoice #	916	
Invoice Date	05/21/2020	
Invoice Due	05/31/2020	

Amount Due $300.00

Transactions

Description	Amount

NOTES

Make checks payable to EASFAA.
Mail to:
Katrina Delgrosso
College Ave Student Loans
301 Village Drive; #489
King of Prussia, PA 19406

[Pay Invoice] [Download Invoice]

You can save the invoice as a PDF, by selecting the "Download Invoice", or select the "Pay Invoice" button to make payment by credit card.