

# FLORIDA ASSOCIATION OF CODE ENFORCEMENT



## MEMBERS PORTAL CHANGES

FALL 2014

Note: This is the October 2, 2014 Draft. All changes are not completed and some screen views may change slightly.

# F.A.C.E. Members Portal

From the home page, [www.face-online.org](http://www.face-online.org), click “Login” in the upper right corner

Florida Association of Code Enforcement

HOME BOARD MEMBERSHIP EDUCATION CONFERENCE NEWSLETTER HISTORY CHAPTERS

**MEMBERSHIP APPLICATION**

**MEMBERSHIP**

**AACE Sick of Signs (SOS) Campaign**  
The American Association of Code Enforcement (AACE) encourages everyone to Join the National Sick of Signs (SOS) Campaign during the month of September. For details click [AACE SOS Flyer](#).

**Re-certification Opportunities**  
Need re-certification hours? USF is offering Records Mgmt. October 16-17. Approved for 12 CEH's. Cost is \$175. Online registration: <http://log.usf.edu/forms/reg.aspx> FAJ has various approved training classes available in the South Florida area: <http://faceonline.org> and, the FEMA course list is here on the site - these are FREE - be sure to get your hours done...

**More F. A. C. E. Training Classes Available**

Join or Renew Here:  
[Renew Annual Membership](#)  
[Join FACE Today!](#)  
[FACE Members Portal](#)

Subscribe to FACE Online:  
Enter your email address to receive news, announcements, and newsletters.  
Email Address:

face-online.org/here-face-training-classes-available/ is subject to the schedule! Florida Gulf Coast University is not.

Enter your email address and your password. Passwords should be upgraded to 8 digits. Forgot your password, no problem, click [Forgot Password?](#) And you will be able to reset it!

Florida Association of Code Enforcement: **Membership Portal**

Please enter your email address and password to access the Members area.

Email:   
Password:   
 Remember me on this computer  
 [Forgot Password?](#)

If you work for a Participating Agency and want to renew or add multiple members that work for your Agency, please visit the Agency Login page here:

powered by **Polk.com**

# F.A.C.E. Members Portal

Now you are at the *Members Portal* Home page

**Florida Association of Code Enforcement: Membership Portal**

Logged in as Mark Caskie ([Log Out](#))

**Main Menu**

- Home
- My Info
- My Certifications
- Renew Membership
- Invoices
- Recertification Status
- Member Search
- Mail Merge
- Training Documents
- Log Out

**Links**

- FACE-Online Site
- FACE-Online Forum

**Home**

Welcome to the new Members Portal. You can renew your membership by clicking on [Renew Membership!](#)

powered by **Polk.com**

Select the **My Info** button from the menu. Here is where you can [Edit My Info](#) (edit Your info) It is recommended you review this at least annually or anytime you have a change to any of the information listed here. When in the Edit window, remember to **SAVE** your changes

Logged in as Mark Caskie ([Log Out](#))

**My Info**

Member #: 3168

Name (First, MI, Last): Mark K Caskie

Title: Code Enforcement Officer

Participating Agency: City of Brooksville

County: Hernando

Address: 201 Howell Ave

Address Cont.:  
City, State, ZIP: Brooksville FL 34601

Work Phone: 352-540-3821

Fax number: 352-544-5424

Email Address: mcaskie@cityofbrooksville.us

Date Joined: 4/4/2000

Date Created:

Date Last Updated: Never Updated

[Edit My Info](#)

**Member Categories**

Category	Notes
Sergeant at Arms	2006-2007, 2007-2008
T.B.A.C.E. Member	
Program Committee Member	2009-2010
Legislative Committee Member	2008-2009
1st Vice President	2010-2011
President	2011-2012
Past President	2012-2013
Webmaster	2013-2015
Certified Trainer	2/11/08
Huskey Award Recipient	2014

**Membership History**

Year	Type	Desc	Date Renewed	Paid
2014/15	Active Member	Renewal	09/16/2014	\$35.00
2013/14	Active Member	Renewal	10/01/2013	\$0.00
2012/13	Active Member	Renewal	10/10/2012	\$0.00
2011/12	Active Member	Renewal	10/11/2011	\$35.00
2010/11	Active Member	Renewal	09/27/2010	\$30.00
2009/10	Active	Renewal	10/11/2009	\$30.00

## F.A.C.E. Members Portal

Clicking the **My Certification** Button allows you to see your certifications and Continuing education.

There are 4 different bits of information on this page:

1. Recertification Period: MM-YYYY to MM-YYYY
  - a. This is what your current continuing education hours will credit toward.
2. Certifications
  - a. This Table lists your Certifications earned (or lost, if decertified.)
3. Classes/Events
  - a. This list shows the classes/events that will be credited to the Recertification Period, above
  - b. In the example below, this member recertified on 07-2014 and has not taken any classes yet so the note: **No Current Results to Display** is shown
4. Past Classes/Events
  - a. This list shows some of the classes that you have taken that applied to previous recertifications.

**Florida Association of Code Enforcement: Membership Portal**

Logged in as Mark Carter ([Log Out](#))

**Main Menu**

- Home
- My Info
- My Certifications
- Renew Membership
- Invoices
- Recertification Status
- Member Search
- Mail Merge
- Training Documents
- Log Out

**Links**

- FACE Online Site
- FACE Online Forum

**My Info**

Recertification Period: 07-2014 to 07-2016

**Certifications**

Level	Cert Date	Status	Decert Date	Decert Reason	Notes
1	5/2/2000	Certified			
2	11/19/2001	Certified			
3	4/11/2003	Certified			
4		Certified			
CEP		Certified			

**Classes/Events Note:** These are the classes that are credited to your current Recertification Period only.  
**No Current Results to Display**

**Past Classes/Events Note:** These are the classes that are not credited to your current Recertification Period

Period	Date	Hrs	Type	Event	Pass	Note:
07-2012 to 07-2014	06/13/2014	2	Class	FACE Conference		Trainer Workshop
07-2012 to 07-2014	02/04/2014	1	Class	T&ACE		Chapter Meeting - Create Your Spark
07-2012 to 07-2014	12/03/2013	1	Class	T&ACE		Working in the Field w/ PD K-9 Unit
07-2012 to 07-2014	10/01/2013	1.5	Class	T&ACE		Underground Utilities - Damage Prevention Through Improved

## F.A.C.E. Members Portal

When you select **Renew Membership** you open the window where you can select your annual Renewal.

Here you can select the type of renewal you wish to pay for or create an invoice for payment later. In most cases you will select **Active Member**.

If you forgot to pay last year, that past membership will also show here and it will automatically apply the late fee. Membership is due on 1 October and a late fee will be applied after December 31 annually. Please pay on time to avoid late fees.

Florida Association of Code Enforcement: Membership Portal

Logged in as Gregory Carlin to [Logout](#)

**Renew Membership**

Membership Periods	
2014/15	
<input type="radio"/> Active Member	A person actively involved in the regulation of health and safety in the environment, both natural and man-made, or who is otherwise responsible for the enforcement of municipal, county, state or federal codes, who resides or is employed in Florida. \$35.00
<input type="radio"/> Associate Member	Any student, non-resident or individual interested in code enforcement. \$25.00
<input type="radio"/> N/A	Do not renew for this year

[Next Step](#)

\*Note\* Delinquent members that are only paying current year fees may not satisfy requirements for his or her recertification

powered by [Polk.com](#)

### \*NOTE\*

Past membership years are automatically defaulted to the N/A – Do Not Renew for this year. If you are a Certified Member and you do not pay past memberships, your certifications could be in jeopardy.

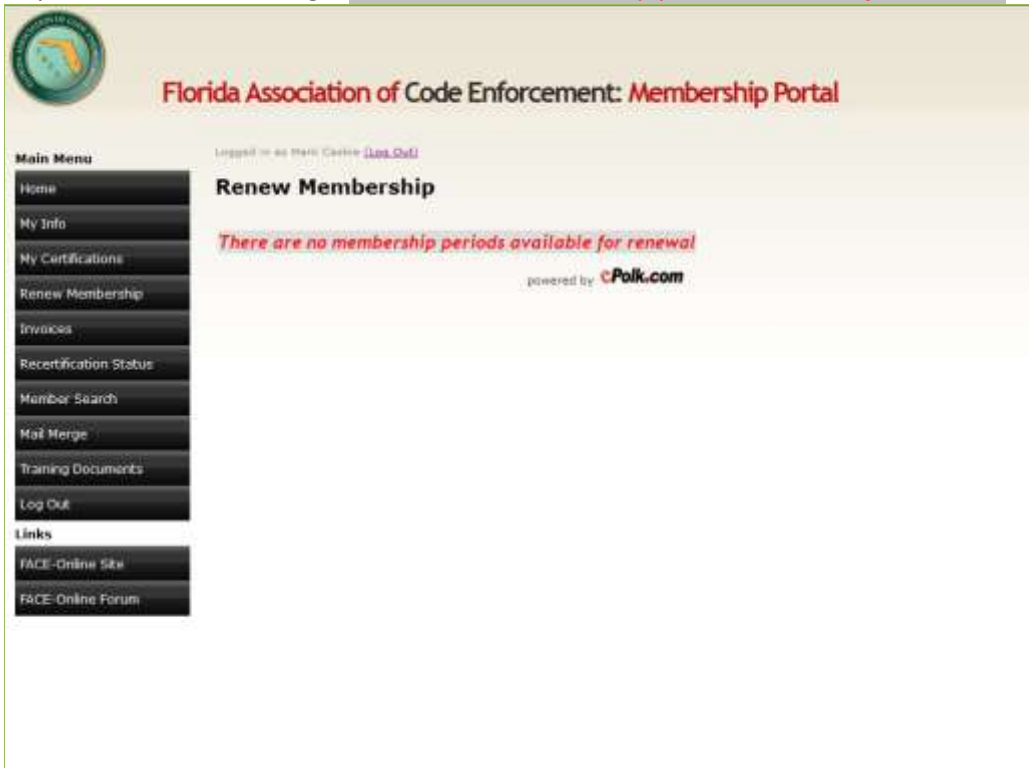
Once you have made your selection select **Next Step**

# F.A.C.E. Members Portal

On the next page you can select to pay **By Check** or **By Credit Card** . If you select **By Check** , you will be emailed an invoice that can be mailed in with your check. If you select **By Credit Card** , you will open the payment page with the spaces to input your credit card info, once accepted you will be mailed a receipt.



If you have already paid all your membership options and return to the **Renew Membership** page you will see this message: *There are no membership periods available for renewal*



# F.A.C.E. Members Portal

If for some reason you did not get the invoice mailed to you, select **Invoices**. On this page you could go back at a later time and **Make Payment** with a credit card. Also you could **Void** the invoice if you didn't want to create it, or **View** the invoice.

**Florida Association of Code Enforcement: Membership Portal**

Logged in as Mark Carter [Log Out](#)

**Main Menu**

- Home
- My Info
- My Certifications
- Renew Membership
- Invoices
- Recertification Status
- Member Search
- Mail Merge
- Training Documents
- Log Out

**My Invoices**

[Make Payment](#)

Invoice #	Invoice Date	Invoice Amount	Amount Due	View Invoice	Void Invoice
156	09/04/2014	\$0.00	\$0.00	<a href="#">View</a>	<a href="#">Void</a>

powered by **ePolk.com**

The Invoice will look like this. You can print a copy from your computer if needed.

**I N V O I C E**

Test Testing  
ePolk  
25 5th Street NW  
Winter Haven, FL 33881

Phone: test

**Make Checks Payable To:**

Florida Association of Code Enforcement  
12443 Research Pkwy, Ste. 402  
Orlando, FL 32826-3282  
407.882.3960

Invoice #	271
Invoice Date	9/19/2014
Due Date	9/19/2014

Description	Unit Cost	Quantity	Price
Membership for 2014/15; Active Member	\$35.00	1	\$35.00
			<b>Total</b> \$35.00
			<b>Amount Paid</b> \$35.00
			<b>Balance Due</b> \$0.00

powered by ePolk.com

# F.A.C.E. Members Portal

The receipt will look like this.

Within the receipt, if you click [View Invoice](#) it will open the invoice.

**R E C E I P T**

Test Testing



**Florida Association of Code Enforcement**

Receipt #	271
Receipt Date	9/26/2014
Payment Type	Credit Card
Amount	\$5.00
Authorization	
TransactionID	

Invoice Number	Invoice Date	Invoice Amount	Amount Applied
471 <a href="#">View Invoice</a>	9/26/2014	\$45.00	\$5.00
Total Amount Paid			\$5.00

generated by ePdf.com



## F.A.C.E. Members Portal

**Recertification Status** is a new feature. Any member can use it, but it is designed to give you a quick snapshot of how close you are to meeting the requirements for your upcoming Recertification.



In the example above, this member has not completed all requirements for recertification.

These messages are tailored specifically to an individual member's status.

*Here is an example of the reasons you may not be ready:*

As of 10/2/2014 1:31 PM you are not eligible to be recertified.  
The reasons are listed below.

Recertification Exception	Description
Missing Memberships	Missing membership for 2014/15
Missing Memberships	Missing membership for 2013/14
Missing Credit Hours	Recertification requires a total of 16 hours, you currently have 4 hours and need 12 more hours

*Here is an example of the message for someone who has completed all the requirements:*

As of 9/29/2014 11:58 AM this member is eligible to be recertified.

No Exceptions reported for this Member

# F.A.C.E. Members Portal

Trying to find a member? The **Members Search** button will help  
Here you can search by Last Name or Participating Agency



Need to create a report or maybe email several members? The **Mail Merge** will allow you to download info to an excel file so you can create a mail merge



## F.A.C.E. Members Portal

If you are a F.A.C.E. Trainer you will have access to the **Training Documents** button

Please **Log Out** when you are done.

The Links:

**Face Online Site** will take you back to the home page of the F.A.C.E. website at [www.face-online.org](http://www.face-online.org)

**FACE Online Forum** will take you to the log in page for the Forum.

We hope this guide has been helpful.

Please contact F.A.C.E. if you need further assistance.