



Serving as Administrator of your  
organization's ACC Corporate Membership

# Responsibilities

You are ACC's first point of contact

Please let us know of changes to your department – you can update the roster

Annual invoicing process to renew your ACC membership

Serve as internal point of contact for those interested in ACC at your organization

You can use the Administrator's portal to make changes

Contact us at [corporate@acc.com](mailto:corporate@acc.com) for anything you need.

## Step 1

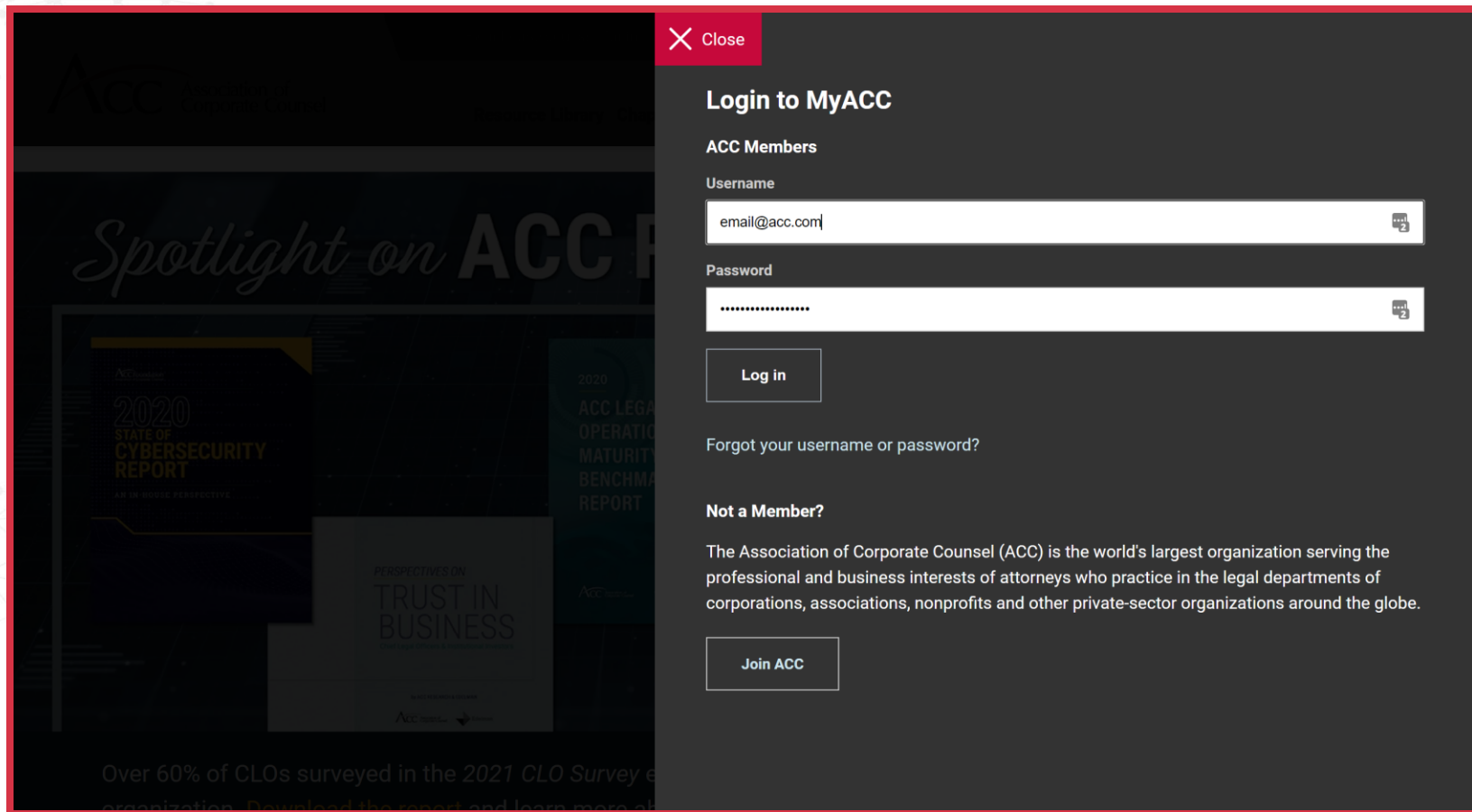
- Begin by going to **ACC.com** to log into your account.
- In the top right-hand corner of the screen, you will see **Member Login** button in **red**.
- This is where you go to login (members follow the same process to access their account).

The screenshot shows the ACC website homepage. At the top right, the 'Member Login' button is highlighted with a red border. The main content area features a 'Spotlight on ACC RESEARCH' banner with several report covers: '2020 STATE OF CYBERSECURITY REPORT', 'PERSPECTIVES ON TRUST IN BUSINESS', '2020 ACC LEGAL OPERATIONS MATURITY BENCHMARKING REPORT', '2020 LAW DEPARTMENT COMPENSATION REPORT', and '2021 ACC CHIEF LEGAL OFFICERS SURVEY'. A 'Stay connected. Renew membership' button is also visible in the top right of the banner area.

Over 60% of CLOs surveyed in the 2021 CLO Survey employ a comprehensive data management strategy within their organization. [Download the report](#) and learn more about [ACC Research & Benchmarking Services](#).

## Step 2

- Your Username is your email address.
- If you have never logged into your account before, your password is Aq15bc32
- The first time you log in, the web site will prompt you to change your password.
- If you changed it, your password is the password you selected after you first logged in.
- If you forget your username or password, please click **Forgot your username or password?** and follow the steps to change it.
- ACC staff do not have access to your password and cannot tell you what it is.



The screenshot shows a dark-themed web page with a 'Login to MyACC' modal window. The modal has a 'Close' button in the top right corner. Below the title, there is a section for 'ACC Members' with a 'Username' field containing 'email@acc.com' and a 'Password' field with masked characters. A 'Log in' button is positioned below the password field. Underneath the login fields, there is a link that says 'Forgot your username or password?'. Below this, there is a section for 'Not a Member?' with a paragraph of text and a 'Join ACC' button.

## Step 3

- Once you're logged in you will see **MyACC** in the top right-hand corner.
  - Click on this!

By in-house counsel, for in-house counsel®

Select Language ACC Docker MyACC

Association of Corporate Counsel

Resource Library Chapters & Networks Education & Events Careers Services & Initiatives About ACC Membership

Stay connected. [Renew membership](#)

*Spotlight on* **ACC RESEARCH**

2020  
**STATE OF CYBERSECURITY REPORT**  
AN IN-HOUSE PERSPECTIVE

PERSPECTIVES ON  
**TRUST IN BUSINESS**  
Chief Legal Officers & Institutional Investors

2020  
**ACC LEGAL OPERATIONS MATURITY BENCHMARKING REPORT**

2020 **LAW DEPARTMENT COMPENSATION REPORT**  
DEPUTY GENERAL COUNSEL

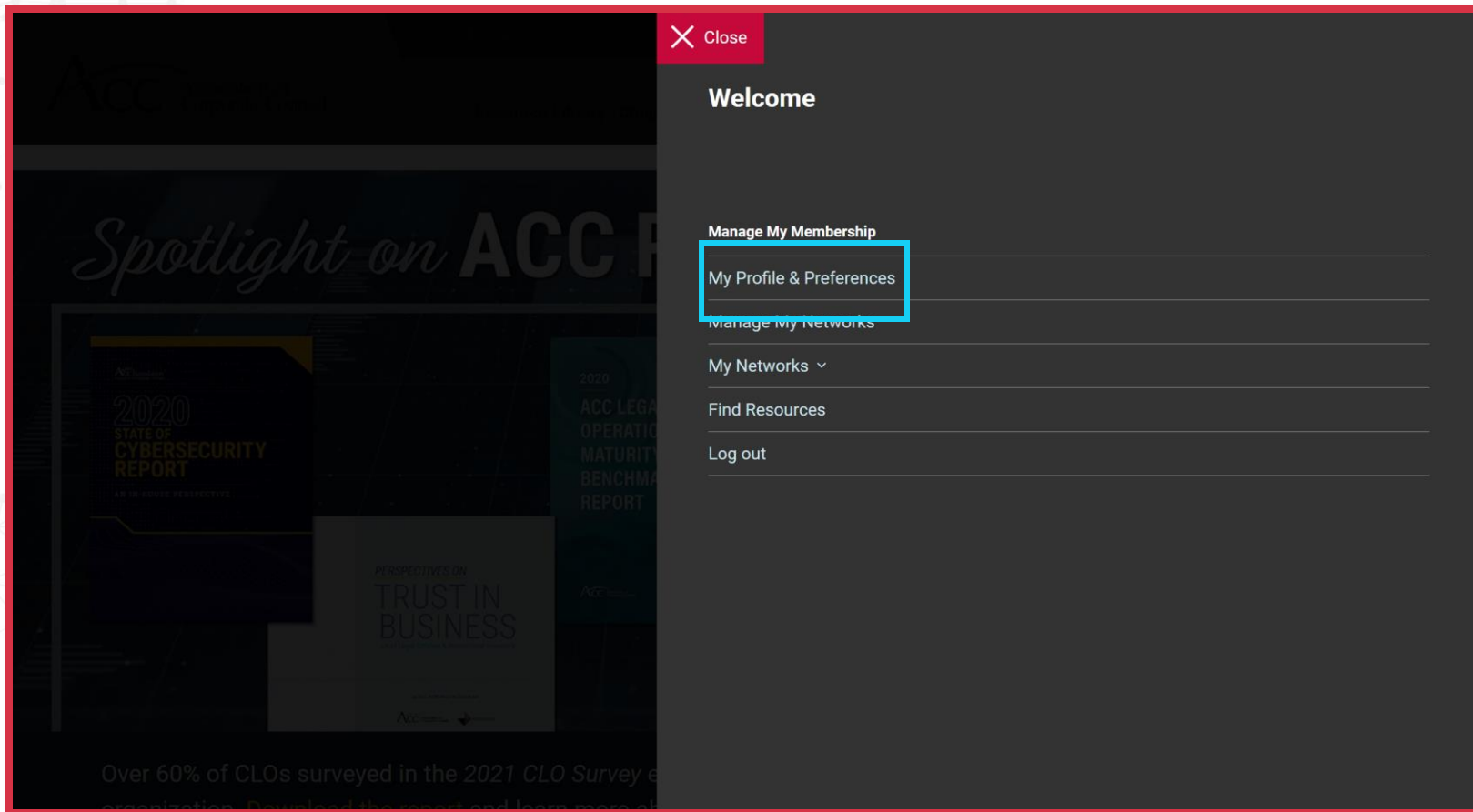
2021  
**ACC CHIEF LEGAL OFFICERS SURVEY**

exterro

Over 60% of CLOs surveyed in the 2021 CLO Survey employ a comprehensive data management strategy within their organization. [Download the report](#) and learn more about [ACC Research & Benchmarking Services](#).

## Step 4

- After clicking on **MyACC**, you will see the drop-down menu on the right appear. When you do, click on the link labeled **My Profile & Preferences**.



## Step 5

- Once you are on the **My Profile & Preferences** page, scroll all the way down to the very bottom of the page and click on **Organizations You Manage**
- You will see your **company's name** listed there. Click on it.
- Only Administrator accounts see the **Organizations You Manage** tab. Member accounts will not see that option.

The screenshot displays a user profile page with several tabs: 'My Phone Numbers', 'My Addresses', 'My Websites', 'My Instant Messenger Accounts', and 'Organizations You Manage'. The 'Organizations You Manage' tab is highlighted with a red box. Below the tabs, the 'Business' address is listed as '1001 G Street, NW Ste. 300 W, Washington, DC 20001'. The footer contains the ACC logo, contact information for the Global Headquarters, a list of links to explore ACC resources, and social media icons for Contact Directory, Facebook, Twitter, and LinkedIn.

My Phone Numbers + Add

My Addresses + Add

Business: 1001 G Street, NW Ste. 300 W, Washington, DC 20001 Edit

My Websites + Add

My Instant Messenger Accounts + Add

**Organizations You Manage** ▼

**ACC**

**ACC Global Headquarters**

1001 G Street NW  
Suite 300W  
Washington, D.C. 20001 USA

Contact Directory **f** **t** **in**

**Explore ACC**

Resource Library Careers Membership  
Chapters & Networks Services & Initiatives Advertising & Sponsorship  
Education & Events About ACC

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# What can you do in the portal as the Administrator?

1. Edit your organization's information (e.g., update your address)
2. Pay your current year's membership invoice online using a major credit card
3. Download your current Membership Roster in Excel format
4. Email a new member application form to an attorney in your organization
5. Add a new member to your Membership Roster
6. Terminate a current member/remove them from your Membership Roster



# Edit Organization Information | Pay Your Open Invoice

- You have entered the Admin Portal, once you see **Organization Information** in the top left-hand corner.
- Once in the Admin Portal, you can make changes to your roster and pay any open invoices.
- If you need to update information for your company, click on **Edit Organization** or **Edit Demographics**.
- If you need to pay an open invoice, click on **View Transactions**.
  - Open invoices can be paid in the Admin Portal, with most major credit cards.

The screenshot shows the ACC Admin Portal interface. At the top, there is a navigation bar with the ACC logo, the text "By in-house counsel, for in-house counsel", and user information: "Welcome back Katherine | Logout | View Cart | MyACC". Below this is a secondary navigation bar with links: "Resource Library | Chapters & Networks | Education & Events | Careers | Services & Initiatives | About ACC | Membership". The main content area is titled "ORGANIZATION INFORMATION" with a "GO BACK" button. A blue banner indicates "Membership: Corporate 101-150 Renew / Expires: 12/31/2023". Below this, a message states: "Your organization information is displayed below. You may update this information by clicking on the Edit link." The page is divided into three columns. The left column shows a "NO PHOTO" placeholder with an "Edit" button and "Contact: Brett Mather". The middle column, titled "Details", shows "Your role: Corporate Member Employee" and lists: "Name: Association of Corporate Counsel", "Corporate ID: 3371", "Type: Bar Association", and "1001 G Street, NW Ste. 300 W Washington, DC 20001". At the bottom of this column are buttons for "Edit Organization", "Edit Demographics", and "View Transactions". The right column is titled "Find it on Map" and contains a map placeholder. The footer of the page says "Association of Corporate Counsel".

# Download Roster to Excel

- Towards the bottom of the Admin Portal page, you will see your current member roster.
- If you would like to download your roster as an Excel file, click on **Export Roster to Excel**.
- Note, if someone is a member of both the ACC and has an additional complimentary membership in the ACC Section on Legal Operations, their name may appear twice on your Membership Roster. Do not be concerned at this. Their membership actually only takes up one spot on your Membership Roster.

The screenshot displays two sections of the ACC Admin Portal. The top section, titled 'Number of Lawyers Per Country', contains a table with the following data:

| Country       | Number of lawyers | Action |
|---------------|-------------------|--------|
| CANADA        | 5                 | Edit   |
| COLOMBIA      | 3                 | Edit   |
| UNITED STATES | 25                | Edit   |

The bottom section, titled 'Organization Roster', features a search bar and a grid of roster members. The 'Export Roster to Excel' button is highlighted with a blue box. The grid headers are: Last Name, First Name, Member, Relationship, and Organization Name. The grid shows a list of members with page numbers 1 through 36, and a search button labeled 'Search Roster'.

# Email an Employee an Application Form

- To add a new ACC member, we need the following information:
  - Preferred Prefix (Mr, Mrs, Miss, Ms, Dr)
  - First and Last Name
  - Title
  - Email Address
  - Address
  - Phone Number
- There are two ways to add a new member to your roster. The first option:
  - **Email Application Form:** This is a great option if you do not have all the information above for the person whom you wish to add.
  - Once the application form is filled out by the new member, they will be added to your membership
  - You will then see them listed on your Roster.

The screenshot displays the 'Organization Roster' interface. At the top right, there is an 'Export Roster to Excel' link and a '+ Add New' button. Below the header, there is a navigation bar with 'Email application form' and '+ Add New' buttons. A table lists members with columns for Last Name, First Name, Member Type, and Organization Name. The table contains five rows of data. To the right of each row are 'Edit Individual' and 'Edit Relation' buttons. A modal window titled 'Email Application Form' is open, showing an 'e-mail to:' field with the placeholder text 'primary e-mail' and a 'Send' button. A red arrow points from the 'Email application form' button in the top navigation bar to the modal window.

| Last Name | First Name | Member Type               | Organization Name |
|-----------|------------|---------------------------|-------------------|
|           | Moustafa   | Corporate Member Employee |                   |
|           | Tiffani    | Corporate Member Employee |                   |
|           | Charla     | Corporate Member Employee |                   |
|           | Abeer      | Corporate Member Employee |                   |
|           | Karina     | Legal Operations Member   |                   |

# Manually Adding a New Member

- If you have all of the information needed to add a new Member, you can manually the person yourself to your roster by clicking **Add New**.
- All required fields are marked as such and must be completed.
- Once you fill out the information required for your new member, they will automatically be added to your roster. They will also be sent a welcome email with their login information (username and initial password).

The screenshot displays the ACC member management interface. On the left, the 'Organization Roster' table lists existing members:

| Last Name | First Name | Member Type      |
|-----------|------------|------------------|
|           | Moustafa   | Corporate Member |
|           | Tiffani    | Corporate Member |
|           | Charla     | Corporate Member |
|           | Abeer      | Corporate Member |
|           | Karina     | Legal Operator   |

On the right, the 'Corporate Member Join' form is shown. It includes fields for Company, E-mail address, Prefix, First Name, Middle Name, Last/Surname, Suffix, Designation, Gender, Year of Birth, Nationality, Retired?, Title, Are you a full-time employee of a legal department?, Primary Job Function, and Company Type. A red arrow points from the '+ Add New' button in the top right corner to the 'Add New' button in the 'Email application form' section of the interface.

# Search Your Membership Roster

- Click the “Search Roster” button at the top of your Organization Roster
- This will allow you to search your member list by First Name, Last Name and/or Organization
- Click “Search” allow the results time to load
- You will see some names listed as “Corporate Member Employee” and others listed as simply “Employee.” Note that only “Corporate Member Employees” are receiving member benefits and taking up space on your membership roster.

|                           |
|---------------------------|
| Employee                  |
| Corporate Member Employee |

Organization Roster

Export Roster to Excel | Email Application Form | +Add New

Filter Roster Results:

First Name:

Last Name:

Organization:

**Search**

Hide Search Controls

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

37 38

Last Name | First Name | Member | Relationship | Organization Name

## Removing a Member from your Roster

- Individuals can easily be removed from your membership by clicking the “Terminate Relationship” button next to that person’s name
- Once you click this button, it will take you to a secondary screen where clicking “Save” will officially remove that person from your membership. You’ll also have the option to cancel this action.

The screenshot displays the ACC Roster Management interface. At the top, there are buttons for "Export Roster to Excel", "Email Application Form", and "+Add New". Below these is a "Search Roster" button. A pagination bar shows page numbers from 12 to 38. The main content is a table with columns for "Member", "Relationship", and "Organization Name". Each row includes an "Edit Individual" button and a "Terminate Relationship" button. The "Terminate Relationship" button for the first row is highlighted with a red box.

| Member | Relationship              | Organization Name                | Edit Individual                 | Terminate Relationship                   |
|--------|---------------------------|----------------------------------|---------------------------------|--|
|        | Employee                  | Association of Corporate Counsel | <a href="#">Edit Individual</a> | <a href="#">✕ Terminate Relationship</a> |
|        | Employee                  | Association of Corporate Counsel | <a href="#">Edit Individual</a> | <a href="#">✕ Terminate Relationship</a> |
|        | Employee                  | Association of Corporate Counsel | <a href="#">Edit Individual</a> | <a href="#">✕ Terminate Relationship</a> |
|        | Corporate Member Employee | Association of Corporate Counsel | <a href="#">Edit Individual</a> | <a href="#">✕ Terminate Relationship</a> |

# ACC Legal Operations

- Legal Operations Membership is for professionals dedicated to managing operations for a corporate law department (i.e., the office of the general counsel) on a full-time basis. This includes leaders of operations overall, outside counsel and/or vendor management, IT, financial management, data analytics, project management, process improvement and litigation support. Being a lawyer is not a requirement to join.
- A Legal Operations professional is eligible to occupy a spot on your roster. If a Legal Operations professional wants to join, they can join by filling out the application [here](#).
  - Currently, you're unable to manually add a Legal Operations Member in the admin portal.

The screenshot displays the ACC Legal Operations website. At the top left is the ACC logo and the text 'Association of Corporate Counsel'. To the right is the page title 'ACC Legal Operations'. In the top right corner, there are links for 'ACC Services & Initiatives' and 'ACC.com', along with the tagline 'By in-house counsel, for in-house counsel®'. Below this is a navigation bar with links for 'ACC Join Page', 'Legal Ops Homepage', and 'Maturity Model'. The main content area features a heading 'Join ACC Legal Operations and contribute to the advancement of law department management through knowledge-sharing, collaboration, resources and education.' This is followed by a section titled 'BENEFITS OF MEMBERSHIP' with a bulleted list: 'Online resources and education', 'Member forum and directory', 'Interest Groups and Regional Groups for knowledge-sharing', 'Benchmarking opportunities', 'Career resources and job listings', and 'Education and collaboration at the ACC Xchange'. Below this is an 'ELIGIBILITY' section stating that membership is for full-time professionals in corporate law departments, with a note that being a lawyer is not required. It also lists ineligible roles like contract administrators, paralegals, law clerks, and administrative assistants. A final note mentions that vendors and law firm personnel are not eligible, but sponsorship is available. On the right side of the page, there is a 'New User Enrollment' form with fields for 'Email address', 'Password', and 'Re Enter Password', each with a 'Show/Hide' icon. A red 'Continue' button is at the bottom of the form.

## Corporate Membership Ambassador Program

For members who act as liaisons between ACC and their department by spreading the word on opportunities and benefits, we offer a special suite of programs, including:

- A unique program available at the Annual Meeting for Corporate Ambassadors
- Invite-only virtual networking sessions
- Quarterly Webcast Series
- Special discounts for ACC programs and events available only to corporate members

Please let us know if you would like to nominate a Corporate Membership Ambassador!





Any questions or issues?

Please email the ACC Corporate Membership team  
at: [corporate@acc.com](mailto:corporate@acc.com) or call 202-293-4103 x360