



AMERICAN SUBCONTRACTORS ASSOCIATION

HOUSTON CHAPTER

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Chapter Website Login Directions

You must login to the website to receive the member registration price or to make changes to your personal or company profile.

To login to your account you need your password:

1. go to www.asahouston.org
2. click on "Update Profile" on the bottom left-hand side
3. Type your email in the "Forgot Password"
4. You will then receive an email with a password almost immediately.
5. If you receive an email and there is no password listed, contact the ASA office.

To make changes to your personal profile (including your password):

1. go to www.asahouston.org
2. click on "Update Profile" on the bottom left-hand side
3. log in using your email address and password
4. Click "Update Your Profile" and make changes
5. Click "Update Profile" to save changes

To make changes to your company profile:

1. go to www.asahouston.org
2. click on "Update Profile" on the bottom left-hand side
3. log in using your email address and password
4. Click "Update Company Profile" and make changes
5. Click "Update Profile" to save changes

To change the manager of your company information (the manager of your company profile is the only person who can make changes to the company information and add additional individuals to your company listing):

1. go to www.asahouston.org
2. click on "Update Profile" on the bottom left-hand side
3. Log in using your email address and password
4. Click "Manage Company Member"
5. Select "mgr" on the person you would like to manage your company information

Adding individuals to your company list (must be the the 'Manager' of the account):

1. go to www.asahouston.org
 2. click on "Update Profile" on the bottom left-hand side
 3. Log in using your email address and password
 5. Click "Manage Company Member"
 6. Type the new person's name and click "Add New Member"
 7. Click "Profile" on the new individual and assign a temporary password
- When the individual logs in for the first time, they can go to Update Profile and change their password.