



# Federal Bar Council

## **New Membership Portal FAQs**

### **I'm new to the Council. How Do I Create An Account?**

1. Click on the "New Account" on the upper right-hand corner of the [Federal Bar Council webpage](#)
2. Click on the Profile icon and a drop-down menu will appear
3. Click "Join" and follow the prompts

### **I'm a Current Member With An Existing Account. How Do I Log into my Account on the New Member Portal?**

1. Because this is a new database, everyone needs to create a new password
2. Click on the link we provided in our email or click on the "Returning Member" icon on the upper right-hand corner of the [Federal Bar Council webpage](#)
3. Your username is the primary email address you use to communicate with FBC
4. Follow the prompt to create a new password

### **How Do I Edit My Personal Information (such as address, phone, and email)?**

1. Once you have successfully logged in:
  - a. Click on the Profile Icon and a drop-down menu appear
  - b. Click on "My Profile"
  - c. Edit your personal information

### **How Do I Renew My Membership/Check My Membership Status?**

1. Once you have successfully logged in:
  - a. Click on the Profile icon and a drop-down menu should appear
  - b. Click on "My Profile," which will take you into your account
  - c. Click on the Membership tab
2. If you have not yet renewed your membership, you will see a "Renew" button
  - a. To renew, click on the button and follow the prompts.
3. If you do not see the "Renew" button, your membership is current.

### **I Forgot My Username or Password/How Do I Change My Password and or Username?**

1. Once you have successfully logged in:
  - a. Click on the Profile icon and a drop-down menu should appear
  - b. Click on "Change Password" or click on "Username" and follow the prompts

### **How Do I Make a Donation?**

1. Donations can be made on the FBC website without logging into the member portal.
2. Alternately Donations may also be made in the portal, once you have successfully logged in by clicking on the Donation tab and following the prompts.

### **How Do I Register for an Event or an Upcoming CLE Program?**

1. To Register for an event, you must log in or create an account
2. Once you are logged in, click on the "Events Calendar" tab
3. A list of Council events and CLE Programs will appear
4. Click on the event/program you want to register for
  - a. CLE Programs are free for Members. Nonmembers will be charged a fee for CLE programs
  - b. Special events may or may not have an associated registration fee
5. Follow the prompts to register

### **How Do I View an On-Demand CLE Program?**

1. On-Demand CLE Programs are only available for FBC Members to view.
2. Please click the link at the top of our on-demand CLE page to fill out a form to request access.
  - a. Please allow 24 hours for a response.
  - b. Once your membership has been confirmed, we will send you a link to access the program.
  - c. If you are not a member, or your membership has lapsed, you will be notified and asked to either renew your membership or nonmembers we receive an invoice for the cost of the program.

### **How Do I Join a Committee?**

1. To join a committee, you must be an FBC member in good standing (membership dues must be current)
2. Send an email to [federalbar@federalbarcouncil.com](mailto:federalbar@federalbarcouncil.com) and let us know which committees you are interested in joining and we will share your interest with the Committee Chair
3. A list of all active committees is on our website

If you have additional questions, please contact the Federal Bar Council Staff at:  
(646) 736-6163 or via email at [federalbar@federalbarcouncil.com](mailto:federalbar@federalbarcouncil.com)