

## **NEW Mocities.com!**

*The new [www.mocities.com](http://www.mocities.com) has launched, and we invite you to check it out and review your profile! You will need to set up a new username and password. Watch this [short video](#) regarding how to log in. Please contact us with any questions at (573) 635-9134 or [info@mocities.com](mailto:info@mocities.com). We look forward to sharing the new site with you!*

## **Tips and Tricks for the New Mocities.com**

### **Add Your Profile Photo!**

MML encourages all members and affiliates to add their photo with their profile listing. When you access your profile, simply click the pencil icon positioned to the upper right of the empty photo box and add your profile photo, then save.

### **Pay Your Invoices**

Company Administrators (clerks or organization main contacts) can pay invoices associated with the city/company from your profile. You must login first. Then, click on the "Transactions" tab. You may view, print or pay any open invoices.

You can also see your organization's payment history. To pay an individual invoice, click on the invoice number and click "pay invoice." If you want to pay multiple invoices at one time, click on the "pay" box beside each invoice and then add to cart. If a city needs to add an additional company administrator (finance, treasurer, etc.) to pay invoices, please contact the MML office.

### **Event Registration for Someone Other Than Yourself**

If you are registering someone else for a conference, click "Register Someone Else." Start typing the individual's name in the text box next to "Select an existing contact." Once you find the name of the individual for whom you are looking, click on the name and proceed with registration. If the individual's name does not appear in the list, then that means we do not have them in our database. Please make sure to review the list carefully because if you create a new account for someone who already has an account, then they will have a duplicate in our database. After you are certain the person is not already listed, click "Add a new contact" and enter the individual's information. Proceed with registration.

### **Search Participating Affiliates and Associate Members**

Members can now search MML Participating Affiliates and Associate Members on Mocities.com. Click the Resources tab, then the Participating Affiliate/Associate Member link. Use the Service Type dropdown menu to choose the category you wish to search. In addition to viewing the organization's website, main contact email and phone number, users may click the arrow to the left of each organization to expand the listing and view the full address and description of services.