



Connect. Communicate. Collaborate.

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Welcome to FICPA Connect!

In the world of Facebook, Twitter, Instagram, Pinterest, YouTube and the throngs of other social platforms, it is sometimes hard to know where to turn for trusted information; especially CPA-related information.

Enter FICPA Connect: The social platform dedicated to Florida's CPAs. In October 2013, the Florida Institute of CPAs launched its very own social media platform in hopes of giving members their very own spot on the web to interact, learn and connect with other CPAs throughout the state.

Quick Start: How to Connect

1. Log in at <http://connect.ficpa.org/> using your <http://www.FICPA.org> username and password.
2. Update your profile and photo by clicking **My Profile**.
3. View groups you're in by clicking **My Groups**.
4. Join some Groups by clicking **Find Groups to Join**.
5. Start a discussion by clicking **Post New Discussion** from the Discussions tab of any group.
6. Reply to a discussion by clicking **Reply...** from within the discussion online OR by replying to a discussion email notification.

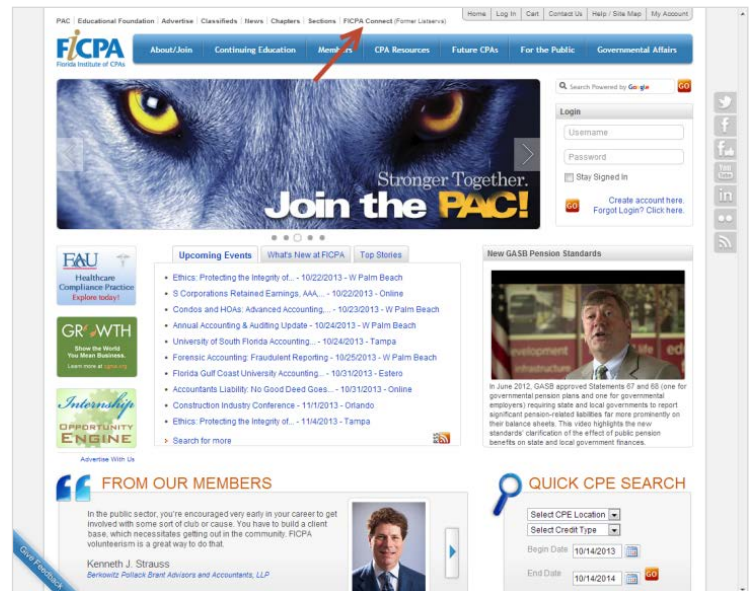
How to Log In From FICPA.org

Open your browser to <http://www.FICPA.org> and launch the FICPA website. Near the top of the screen you will find a link, [FICPA Connect](#).

See the picture to the right.

Click this link and you will be taken to an overview page of FICPA Connect.

NOTE: After the initial rollout of the FICPA Connect, the link noted above will take users directly to Connect's login page and will bypass the overview page.





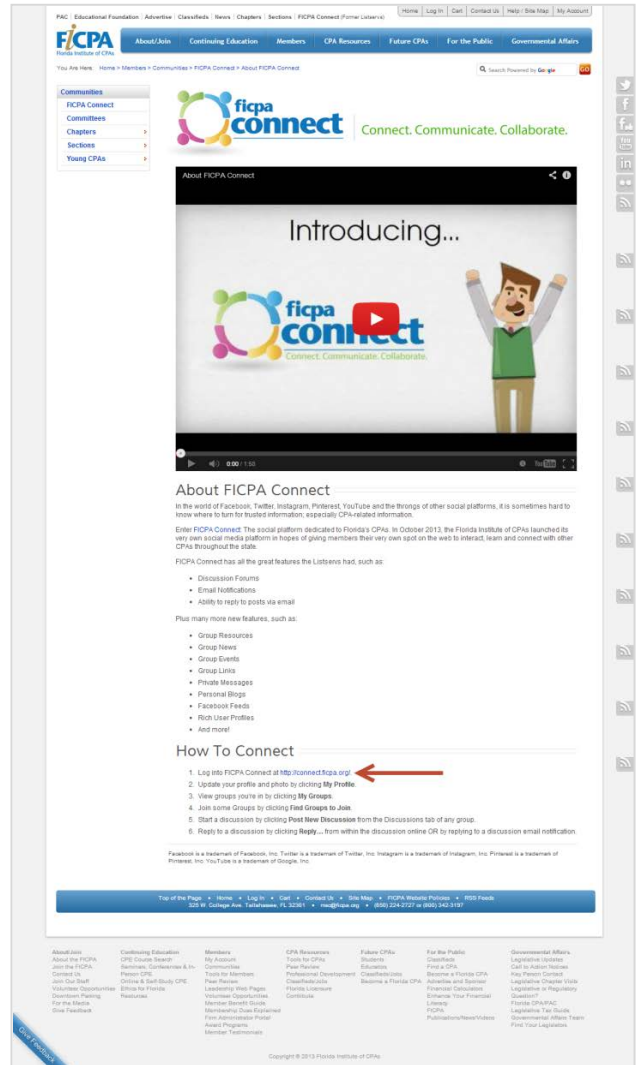
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After clicking the FICPA Connect link on FICPA.org, you will be taken to Connect's overview page. This page gives a brief overview of the social media platform.

To log into Connect, scroll to the bottom of the page and click the link, <http://connect.ficpa.org>.

See the image to the right.

After clicking this link, you will be taken FICPA Connect. You may want to bookmark this page so you can quickly return to FICPA Connect.



After clicking the <http://connect.ficpa.org> link, you will either see a login screen or your FICPA Connect dashboard.

If you see the login page, enter your FICPA.org website username and password. If you don't see a login screen, you have already logged in via FICPA.org.





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Overview of Main FICPA Connect Page

FICPA Connect has been designed to seamlessly integrate with our existing website.

Along the left side of the webpage sits the FICPA Connect navigation. Here you can update your profile, view your groups, find new groups and members, as well as read private messages and unread group discussions.

You will notice at the top and bottom of all FICPA Connect pages, the FICPA.org global navigation persists. This allows you to go between both websites without having to physically go to another web address.

And when you log into one website, you are automatically logged into the other.

FICPA.org Navigation
Having this here allows users to seamlessly go between the main website and FICPA Connect.

Connect Navigation
All of FICPA Connect's main navigation can be found here.

Main Content Area
When a user clicks a link in the navigation to the left, this area will change.

FICPA.org Footer Navigation
Having this here allows users to seamlessly go between the main site and Connect.

The screenshot shows the FICPA Connect dashboard. At the top, there is a navigation bar with links like 'Home', 'Log Out', 'Contact Us', and 'Site Map'. Below this is the FICPA Connect logo and a 'LEARN MORE' button. The main content area is titled 'Recent Activity' and contains a search bar and a table of recent posts. The table has columns for 'Subject', 'Posted By', 'On', 'Replies', and 'Group'. The left sidebar contains a 'Connect Dashboard' with a user profile, 'Useful Links', 'My Connect Account', 'My Group Pages', 'Find', and 'Manage FICPA' sections. The footer contains a grid of links for various services and resources.

FICPA Connect Navigation

In the left-hand navigation you will see the Connect Dashboard.

Useful Links

- [Home](#): Clicking this link takes you back to the main FICPA Connect page.
- [Connect Help](#): Online help guide.
- [Connect Etiquette](#): As a courtesy to others — and to protect yourself — please follow these etiquette guidelines when using the FICPA's Connect.

My Connect Account


- [My Profile](#): Here you can update your profile, profile picture, write a blog, view discussions you have started, see your contacts and your groups. **Note**: Clicking your picture also takes you to your profile.
- [Private Messages](#): Read and compose messages intended for non-group communication.
- [Update My Blog](#): Like to write? Here is a spot to create your ongoing blog. Your contacts will be able to read what you have written.

My Group Pages

- [My Groups](#): This is a list of groups you are currently participating.
- [My Group Events](#): Events your groups having coming up.
- [My Group Contacts](#): Members from all of your groups can be found here.
- [Unread Discussions](#): New discussions are posted here, as well as in your groups.
- [Create a Group](#): Need a group not otherwise listed? Request one via the web form.

Connect Dashboard

Welcome, Dave!



Useful Links

- [Home](#)
- [Connect Help](#)
- [Connect Etiquette](#)

My Connect Account

- [My Profile](#)
- [Private Messages](#)
- [Update My Blog](#)

My Group Pages

- [My Groups](#)
- [My Group Events](#)
- [My Group Contacts](#)
- [Unread Discussions \(43\)](#)
- [Create a Group](#)

[Logout](#)

[Logout](#): Clicking this link will log you out of both FICPA Connect and FICPA.org.



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Find

One other feature of FICPA Connect is the find section in the navigation. This section will be the starting point when wanting to join a new group.



- **Find Groups to Join:** Find groups you would like to join.
- **Find Members:** Find a member and FICPA staff to send them a private message.
- **Find Companies:** Here you can find information about the various companies our members are associated.

Groups

Groups have been formed are by areas of practice, committees, sections and other member-groups.

Join a Group

Logon to <http://connect.ficpa.org> and click *Find Groups to Join* near the bottom of the left menu. Click the group you want to join and then click *Join this Group*. Many Groups can be joined immediately but most Committees can only be joined February-April. Once you join a group, you will receive an email confirming you joined. You will also begin receiving group discussion emails.

Leave a Group

Logon to <http://connect.ficpa.org> and click *My Groups* near the bottom of the left menu. Click the group you wish to leave and then click *Remove Me from this Group*. You will no longer be able to post discussions to the group, and you will stop receiving group discussion emails. Although you are not a member of the group, you may still browse the group topics and discussions.

Who can see what I post to a Group?

All of Groups are members-only, so other FICPA members are the only people who can see your posts. Some groups, like committee groups, are private. When you post a message to a private group, only members of that group can see your message.

Search Group Discussion History

Logon to <http://connect.ficpa.org> click *My Groups* and then click the group you want to search. Once in the group, click the *Discussions* tab and then enter your search word or phrase into the Search box just below the tabs.

Settings for Group Email Notifications

To unsubscribe (receive no emails) or to set email notification frequency, see Email Notifications below.



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Points System

Points are used to help you see the level of activity in any group and the level of participation of any member. Groups gain points each time there is activity in them and people gain points each time they contribute to a group. Group lists and Member lists can be sorted by Points to see which groups and which people are the most active in the system. [See the point rankings here.](#)

Private Messages

Use the Private Message feature to contact other FICPA members when you want to have a discussion outside of a Group setting. You can add more than one recipient to a private message.

Sending Private Messages

Go to the profile page of the person you want to message by clicking their name in any Group or in any notification email. Then click *Message this Person*, enter a subject and message body and click *Post*.

You can also start a new private message by clicking, click *Private Message* from the left-hand navigation on the FICPA Connect, click *Write a New Message*, enter a subject, person to message (type in their name and select the person's name), message body, and then click *Post*.

Finding Member's Email Address

For privacy reasons you are not able to view the email address of any member. You can, however, send a private message to any member without knowing their email address. See Sending Private Messages.

Settings for Private Messages Email Notifications

To unsubscribe (receive no emails) or to set email notification frequency, see Email Notifications below.

Email Notifications

As a member of a Group, by default you will receive email notifications whenever there is activity within the Group. You will also receive an email if you receive a private message.

Unsubscribing from Specific Groups

To unsubscribe from any Group email notifications, look in the left-hand navigation and click *My Groups*. After clicking *My Groups* you will see the Groups you have joined. Click on the Group you'd like to manage. Once on the Group's main page, click the "*Stop Emails from this Group*" button.

Stop Emails from this Group

You will still be able to post discussions to the group via the FICPA Connect website, but you will no longer receive group discussion emails.



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Subscribing to Specific Groups

If you have unsubscribed from any Group email notifications and would like to receive email notifications, you will need to subscribe to email notifications. To subscribe to any Group email notifications, look in the left-hand navigation and click *My Groups*.

Receive Emails from this Group

After clicking *My Groups* you will see the Groups you have joined. Click on the Group you'd like to manage. Once on the Group's main page, click the "*Receive Emails from this Group*" button. You will still be able to post discussions to the group via the FICPA Connect website, and you will begin receiving group discussion emails.

Unsubscribing from All Groups

To unsubscribe from all Group email notifications, look in the left-hand navigation and click *My Profile*. After clicking *My Profile* you will see your profile page. Once on your profile page, click the "*Update Profile*" button. Scroll to the bottom of the Profile Update page to Email Settings.

Use the dropdown next to Group Discussion Emails to select your email notification preference. If you opt-out of emails, discussions will only be accessible on FICPA Connect.

Email Notification Frequency: Daily Digest, Weekly Digest of Group or Real-time Email Notifications of Group discussions and Private Messages

Click *My Profile* on the left menu of the Groups website, and then click *Update Profile*. Your profile is at the top of this page and email preferences are at the bottom. If you want to use the website exclusively and never want to receive an email from the system, choose the option to *Disable All E-mails*.

Below this setting you can set your preference to Individual Emails, Daily Digest, or Weekly Digest messages. These can be set for Group Discussions which are the notifications of new posts to Group discussions and for Private Messages which are private messages sent to you from other users.

When you update email settings on Your Profile page click *Save Profile* button. These settings will be applied to all Groups and/or Private Messages.

Email Settings

Disable All E-mails

Yes

No

Group Discussion Emails

Private Message Emails

[Save Profile](#)

Receiving Some Notifications but Not Others

It is likely your anti-SPAM system is blocking some of the messages. Add ficpa@ficpa.cpamix.com to your list of "safe senders" ensuring you receive notifications. This setting is different for each email system, so check your email system help or IT department for information on how to do this.

My Profile

Your profile is what others see when using FICPA Connect. A profile picture, interests, job history and social media platforms you would like share.

Adding or Changing Profile Picture

Profile pictures help to make the system feel more "social" and help to foster a sense of community.

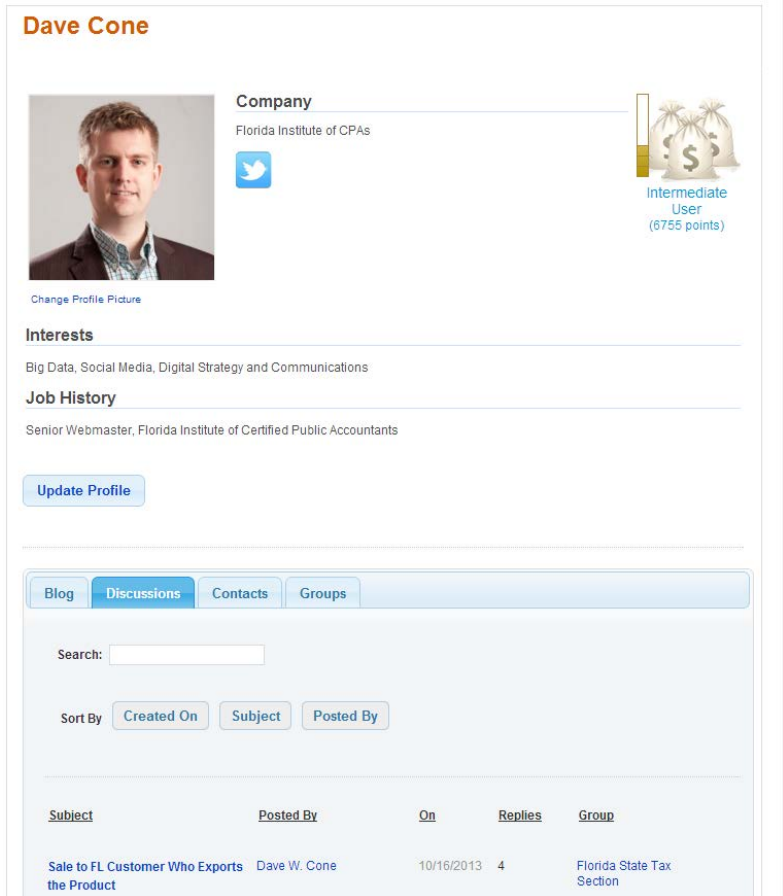
To add or change a profile picture, click *My Profile* on the left menu of the under *My Connect Account* heading, then click the *My Profile* link.

In the main content area underneath the profile picture, click *Change Profile Picture*. You will then be prompted to locate and save a picture to your profile.

Note that you don't have to use a picture of yourself. You can use any picture that you feel represents you to the community.

Updating Other Areas of Your Profile

To update your profile, click *My Profile* on the left menu of the under *My Connect Account* heading, then click the *My Profile* link. Once on your profile page, click the *Update Profile* button and proceed to update.



Dave Cone

Company
Florida Institute of CPAs

Intermediate User
(6755 points)

Interests
Big Data, Social Media, Digital Strategy and Communications

Job History
Senior Webmaster, Florida Institute of Certified Public Accountants

[Update Profile](#)

Blog **Discussions** **Contacts** **Groups**

Search:

Sort By [Created On](#) [Subject](#) [Posted By](#)

Subject	Posted By	On	Replies	Group
Sale to FL Customer Who Exports the Product	Dave W. Cone	10/16/2013	4	Florida State Tax Section

[Update Profile](#)



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Frequently Asked Questions

Why is there a website? Do I have to use it?

Once you have joined a Group, the system can be used entirely via email if desired. You can send your messages to the Group and reply via email to any notifications you receive.

The website offers many features that are not available via email. Here are a few of the most popular features that must be accessed via the website:

- Searchable archives of all group discussions
- Update your profile and/or upload a photo to be associated with your profile
- Privately message another member
- Joining groups

How do I access the website?

Many of the links in the notification emails will automatically log you onto the FICPA Connect website. To access the site directly, go to your web browser and navigate to <http://connect.ficpa.org>. Note that there is no “www” on this address.

Use your FICPA.org username and password to access FICPA Connect.

Do I need to follow certain etiquette when using FICPA Connect?

Yes, you can see the etiquette page [etiquette page here](#).

I can't find the answer to my question.

If you need help and can't find the answer here, email us at webmaster@ficpa.org.