

Iowa State Association of Counties (ISAC) Portal

Member & Non-member Account Creation and Registration Instructions

Assistance or Questions: support@iowacounties.org

Login or Create an Account: <https://members.iowacounties.org/>

If you already have an account in the ISAC portal, please use the link above to log in.

Account Setup

- Use the link above and Select the *Set up an Account* tab
- Enter your email (this will be used as your username), password, first and last name.
- Once submitted, you will receive a verification email. If not received, please check your spam folder and if not there, email support@iowacounties.org for manual verification.
- Once verified, you may log in and will be prompted to finish setting up your account. **Please be sure to select the appropriate organization type for you: *Member or *Non-member.**
- An organization is required for your profile. Please search and if your organization does not show up, create the organization. All counties are in the system.
- Once account creation is completed and you are logged in, navigate to the *Events* tab, *Browse Upcoming Events*, and select ***Open Meetings/Open Records Training for Newly Elected and Appointed Officials.***
- Select the appropriate package. Members are not charged a fee. The non-member training fee is \$25, and an invoice will be emailed following registration.

***Member:** All county employees, county-affiliated board/commission, and townships

***Non-Member:** Any individual that is not a county, county-affiliated board/commission, or townships