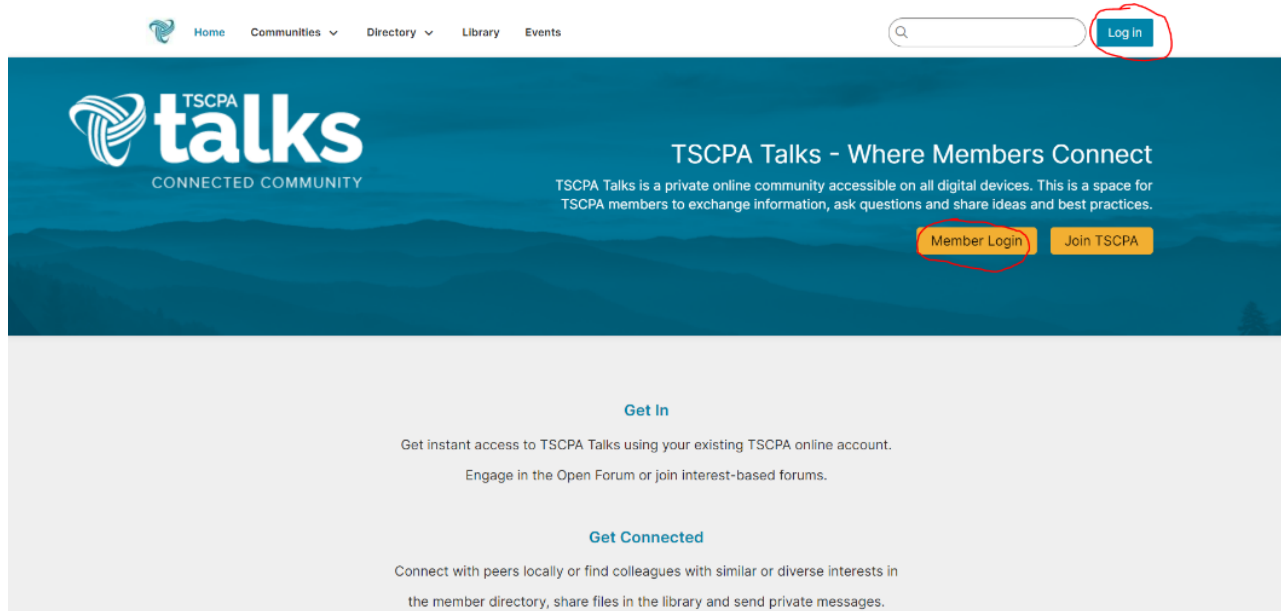
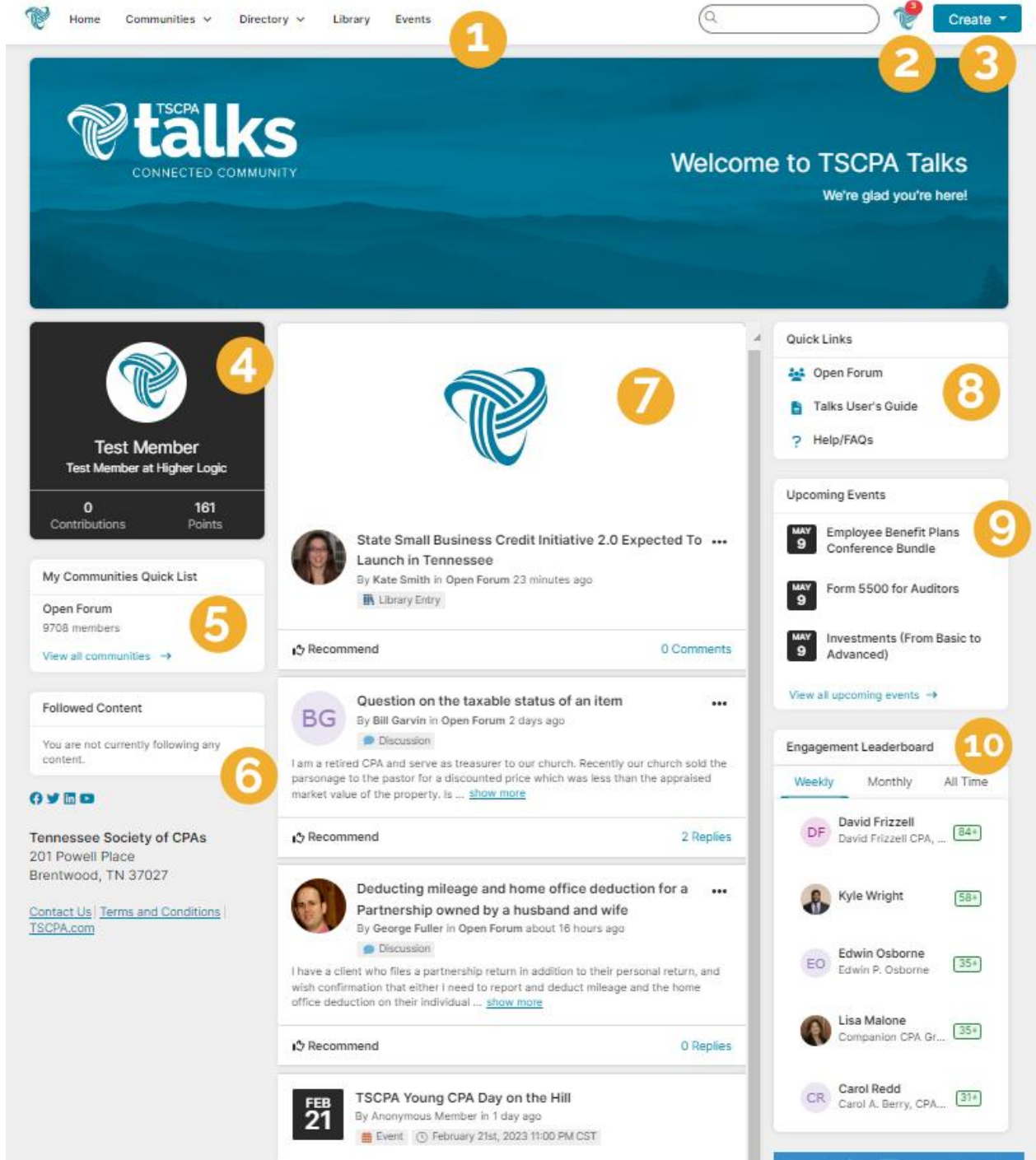


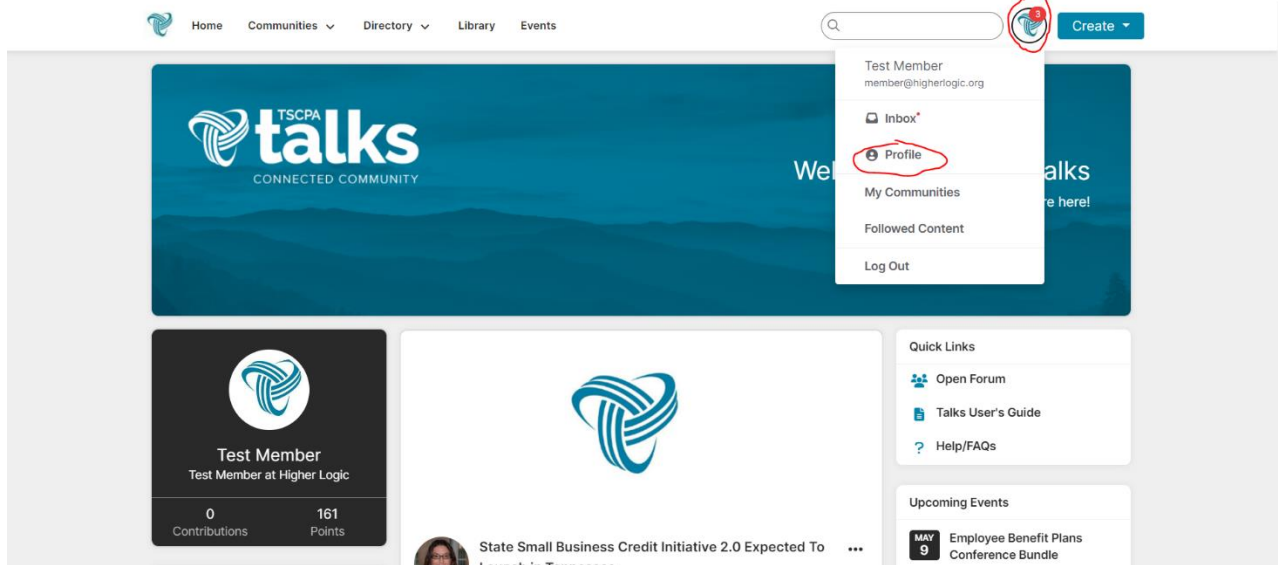
- **Logging In** – Log in at <http://talk.tscpa.com> using your existing TSCPA username and password. (You may also access TSCPA Talks via the My TSCPA dropdown menu of the TSCPA homepage.)



- **Navigating Your Member Homepage** – As soon as you log in, you will be directed to your member homepage, a dashboard showing you the latest discussions and content. Your member homepage includes:
 1. **Main Menu** – Displays links to the main features Communities, Directory, Library and Events.
 2. **Profile Menu** – Displays links to your inbox, profile, list of your communities, followed content or to log out.
 3. **Create Menu** – The quickest way to ask a question, start a discussion or share a file.
 4. **Profile Card** – Displays your name, title and profile picture. It also shows the completeness of your Talks user profile, any earned badges and your engagement statistics.
 5. **My Communities Quick List** – Displays a list of links to all the forums you belong to in Talks.
 6. **Followed Content** – Displays a list of your followed content for easy access.
 7. **Newsfeed** – Provides real-time updates of all discussions and content shared across all the forums you belong to in Talks.
 8. **Quick Links** – Displays links to the Open Forum, Talks User's Guide and Help/FAQs.
 9. **Upcoming Events** – Displays a list of the upcoming TSCPA CPE and other events.
 10. **Engagement Leaderboard** – Displays the weekly, monthly and all-time most active users.



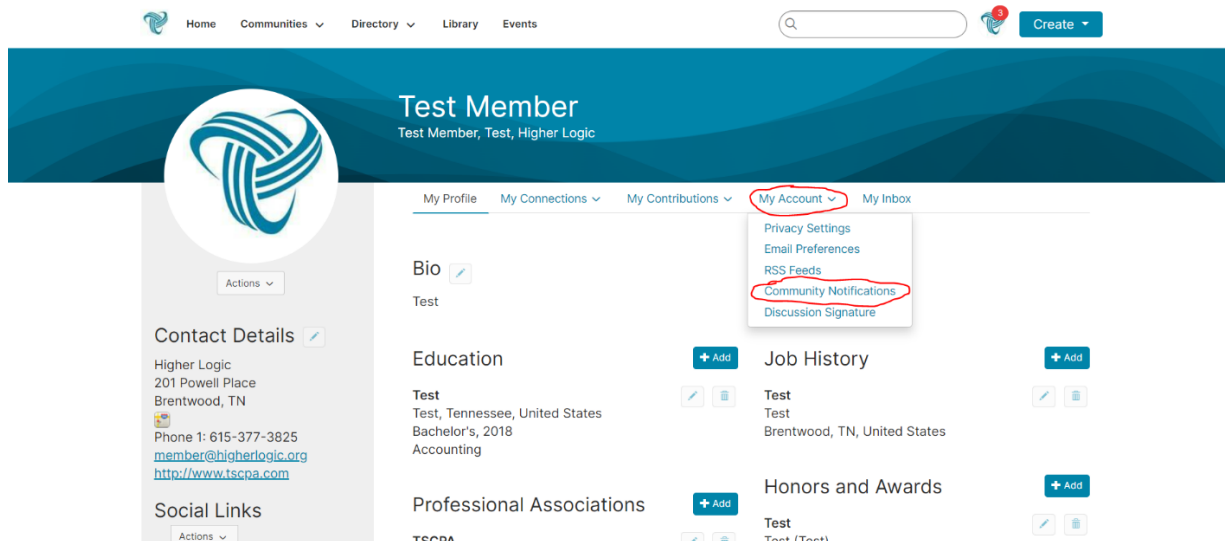
- Completing Your Profile** – To access your TSCPA Talks [profile](#), click the circle avatar icon in the top right corner and then the Profile link in the dropdown. Share something new about yourself and upload your photo. *(TIP: If you have a LinkedIn account, feel free to upload your info from LinkedIn.)*



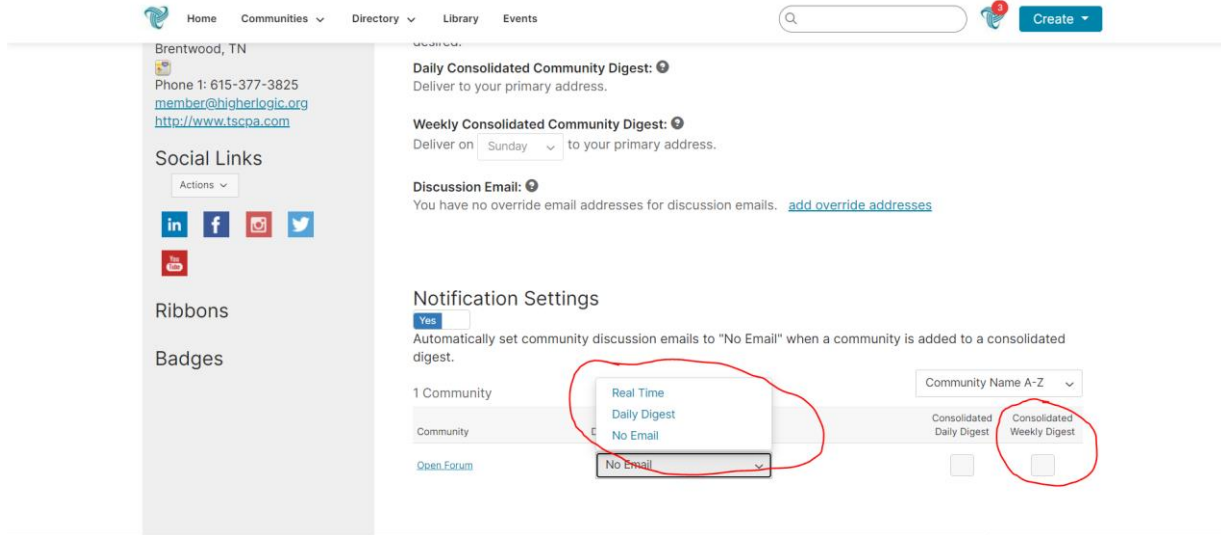
- Changing Your Subscription Settings** – You have been added to the Open Forum discussion group. You are now subscribed to receive a daily digest of conversations posted to the Open Forum, which you may elect to change to real time, weekly digest or no emails, allowing you to join the conversation at your leisure.

To update your subscription settings:

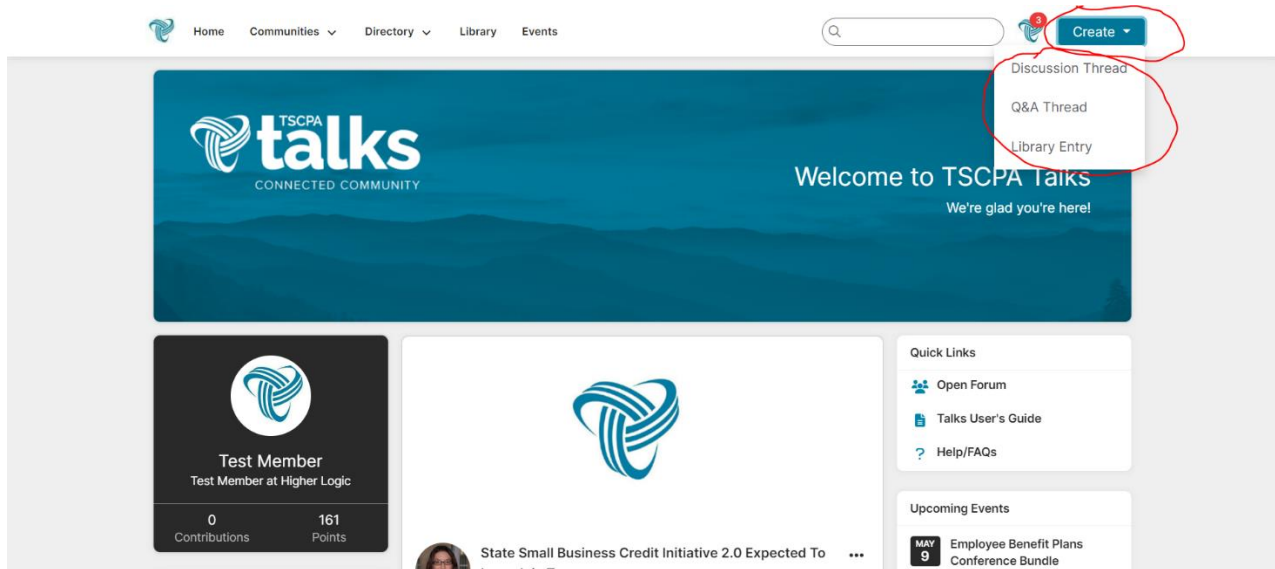
- Navigate to your [profile](#) and choose Community Notifications from the My Account dropdown menu.



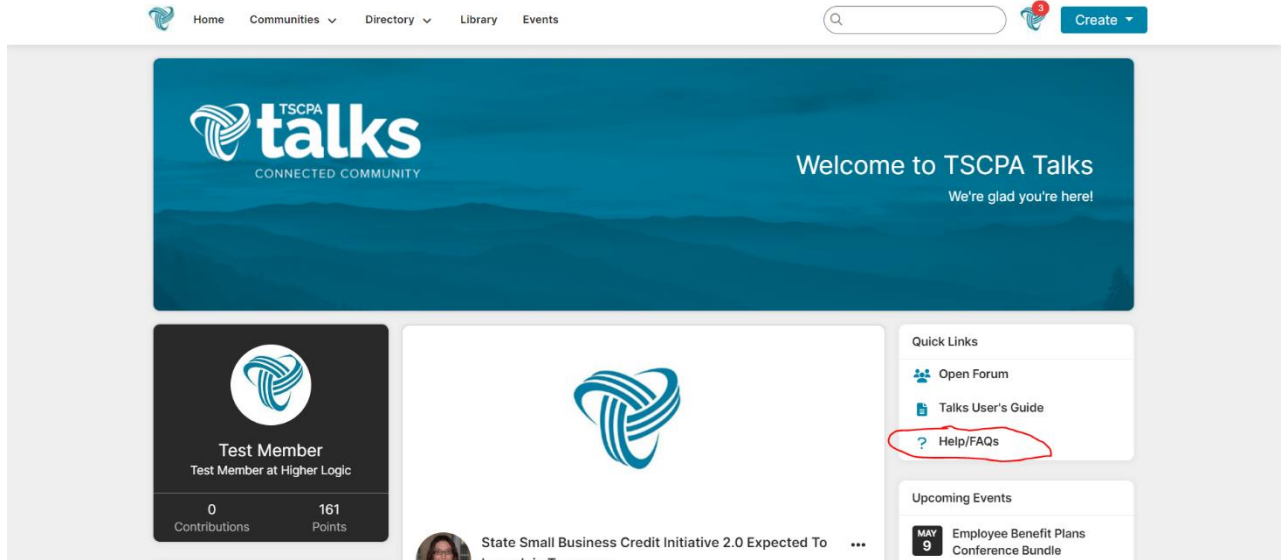
- In the Notification Settings section, click the dropdown menu for the Open Forum and select your desired email notifications setting. If you would prefer a weekly digest, select the Consolidated Weekly Digest checkbox.



- Posting a Message, Question or Resource** – Under the Create dropdown menu, you can choose [Discussion Thread](#) to begin a discussion, [Q&A Thread](#) to ask a specific question or [Library Entry](#) to share a resource. (TIP: Some companies have very strict firewalls that may interfere with your ability to receive messages. Please be sure to ask your IT department to “white list” talk.tscpa.com.)



- Viewing the Help/FAQs** – For answers to other common questions as you're getting started, visit the [Help/FAQs](#) page in the Quick Links menu on your member homepage.



- **Got Questions?** – Contact Kate Smith at kasmith@tscpa.com or 615-377-3825.