

## FPF Portal Basic User Guide

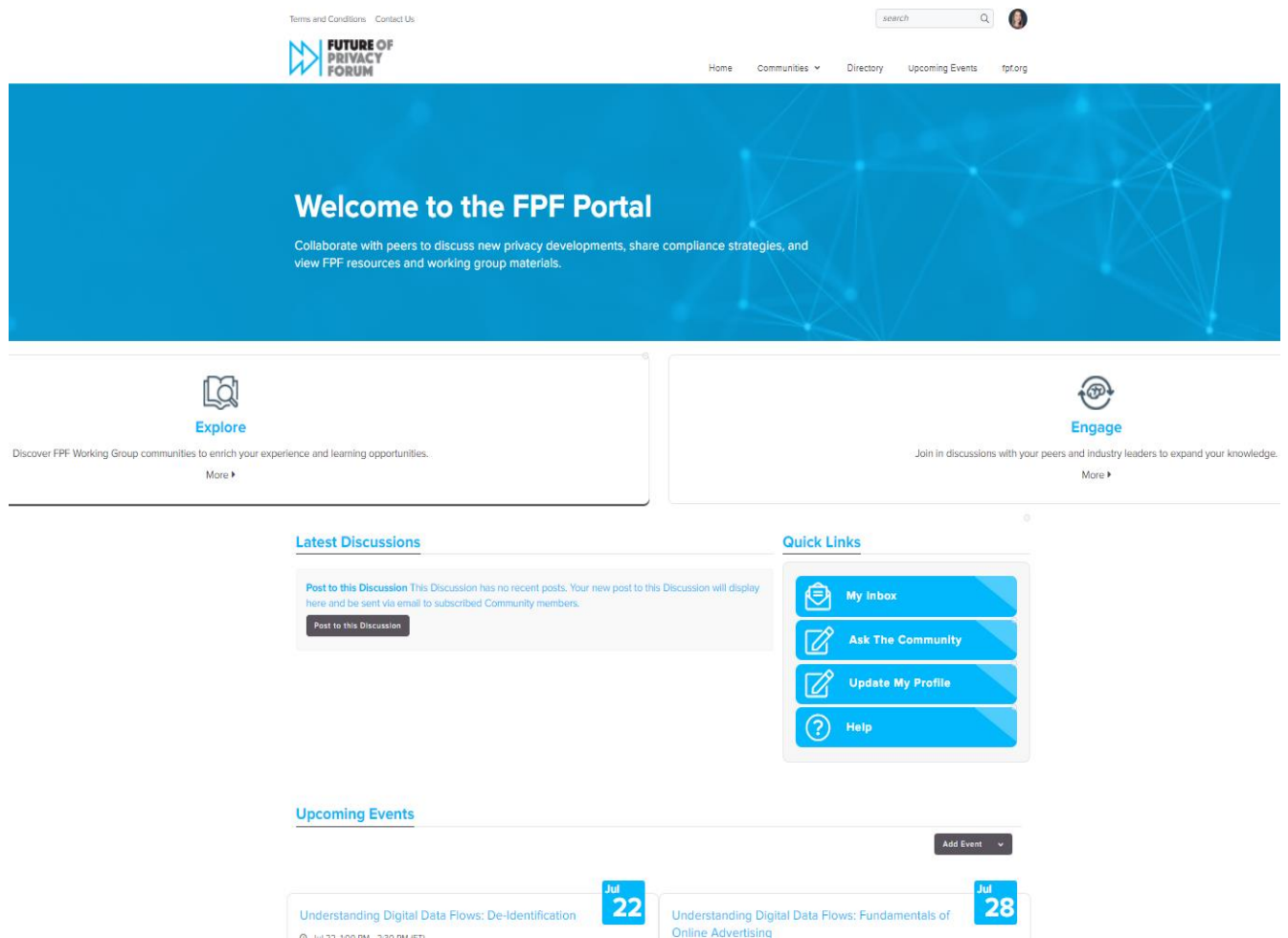
### FPF Portal Login

The FPF Portal is accessible to FPF Advisory Board Members and other supporters via [engage.fpf.org/sign-in](https://engage.fpf.org/sign-in). To login for the first time, click “Reset Password” and enter your email address. Then click “Send Password Link”. You will receive an email from **FPF Membership Team via Future of Privacy Forum <Mail@fpf.org>** that will include a link to reset your password.

The first time you login to the FPF Portal, you will need to read and accept the Terms & Conditions. Once you accept, you will see the FPF Portal homepage.

### FPF Portal Homepage

The homepage will show you the **Latest Discussions** from your communities with enabled discussions, along with **Quick Links** and **Upcoming Events** (see image below).

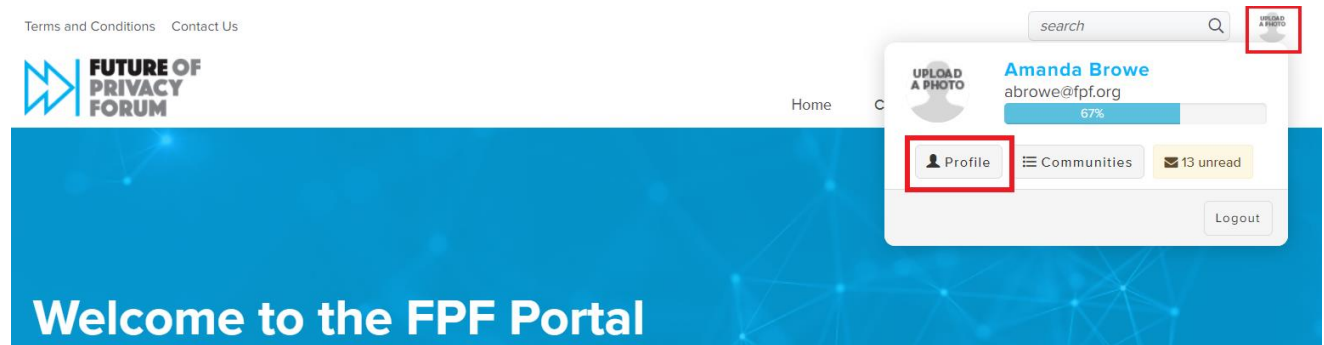


The screenshot displays the FPF Portal homepage. At the top, there is a navigation bar with the FPF logo, a search bar, and a user profile icon. The main header area features a large blue banner with the text "Welcome to the FPF Portal" and a sub-header: "Collaborate with peers to discuss new privacy developments, share compliance strategies, and view FPF resources and working group materials." Below the banner are two main action cards: "Explore" (Discover FPF Working Group communities) and "Engage" (Join in discussions). The "Latest Discussions" section shows a "Post to this Discussion" button. The "Quick Links" section includes buttons for "My Inbox", "Ask The Community", "Update My Profile", and "Help". The "Upcoming Events" section features a calendar view with two events: "Understanding Digital Data Flows: De-Identification" on July 22 and "Understanding Digital Data Flows: Fundamentals of Online Advertising" on July 28.

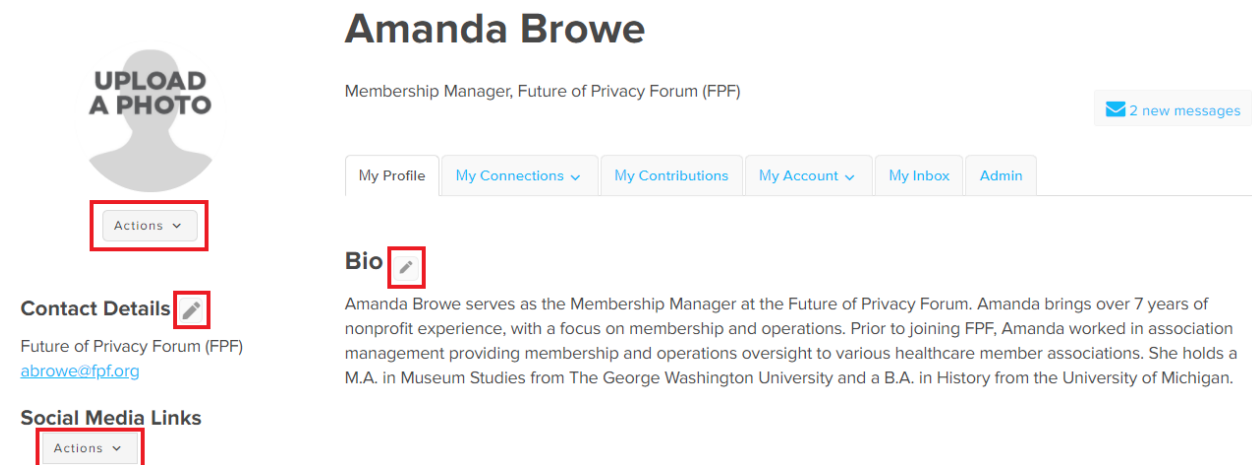
## FPF Portal Profile

To access your profile, navigate to the top of the homepage and click on the circular avatar to the right of the search bar (see image below). Next, click the **Profile** button to access your FPF Portal profile page (see image below).

*Note: The circular avatar will be blank until you upload a profile photo.*



From the Profile page you will be able to change your **profile photo**, update **Contact Details**, and add a **Bio** and **Social Links**. You can make edits to these sections via the icons highlighted in red in the image below.



Take the time to create a more comprehensive profile by adding information that is not part of your existing FPF profile, such as uploading a photo and adding a bio. Adding a photo to your FPF Portal profile is a great way for your community members to put a face to a name!

The information under **Contact Details** is auto-populated from your existing FPF profile, but you can edit this area if needed. To edit, click the pencil icon to the right of the **Contact Details**.

*Note: If you need to change your email or organization name, please email [membership@fpf.org](mailto:membership@fpf.org).*

## FPF Portal Account Settings

### **Privacy Settings**

Within your Profile, the next step is to verify your account Privacy Settings. Toggle over to the **My Account** tab and then select the **Privacy Settings** in the dropdown menu.

At the top of the Privacy Settings page you will see a toggle that allows you to change your preference for inclusion in the Directory and Community Rosters. The toggle defaults to **Yes**, and your name, title, and affiliation will be populated in the Portal directory and community rosters. This information will be visible to all Portal users unless you change the settings.

*Note: If you move the toggle to **No** and opt-out of the Directory, you will be a hidden member within all of your FPF Portal communities and Portal users will be unable to view your Profile or contact you.*

The default privacy settings do not allow other Portal users to contact you nor to request to connect to you unless you affirmatively choose to change the default. We have tried to set the defaults in a manner that best respects the nature of the relationships within our community, but we encourage you to adjust the preferences to your satisfaction.

Privacy Setting Options:

**Only Me** – Visible only to you.

**My Contacts** – Only the user and their contacts can view the information.

**Members Only** – Only FPF Portal members can view the information and connect.

**Public** – ALL FPF Portal users will be able to view the information.

### Community Notifications

From the **My Account** tab, select the **Community Notifications** in the dropdown. This page allows you to manage the frequency of community notifications via email for your communities with enabled discussions.

### Join a Community

To join a community, navigate to the header menu bar and then click on the **Communities** dropdown. From the dropdown, select **All Communities** to view a list of communities you are able to join. You can join your desired communities by clicking the blue **Join** button to the right of each community name. Or you can click on the community name and join from that specific community homepage via the blue **Join Community** button.

When you **Join** a community with an enabled Discussion feature, you will be prompted to select how often you receive community notifications (see image below).

General Community

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Email      abrowe@fpf.org  
Address

Please choose how you would like to receive messages for this Discussion:

Real Time - One email for each message

Daily Digest - One email containing all posted messages from the previous day

Plain Text - One email for each message with HTML formatting removed

I would like to opt-out of receiving email messages

*Note: If your preferences change in the future, you can update the frequency of your **Community Notifications** settings under the **My Account** tab within your Profile.*

## Community Features

### Discussion Feature

If the community you are viewing has the **Discussion** feature enabled, you will be able to post to the community Discussion forum. Posts to the Discussion forum will be viewable to all members of that community. If members have opted to receive community notifications, they will receive email notification(s) of Discussion posts and responses within that community group.

To post to a community Discussion, visit the community homepage and then click on the **Start a Conversation** button to the right of **Latest Discussions**. Once you enter your Discussion post content, you can either post immediately, schedule your post for a future date and time, or save as a draft.

*Note: Files attached to your Discussion post will automatically be uploaded to the community Library.*

To view all community Discussions, click on the **Discussion** tab at the top of the community homepage.

### Library Feature

File uploads to the Library will be viewable to all members of that community. To add a file to a community Library, click on the **Library** tab within the community and then click on the **Create Entry** button. You will be required to add a Title and select an Entry Type; a Description is optional.

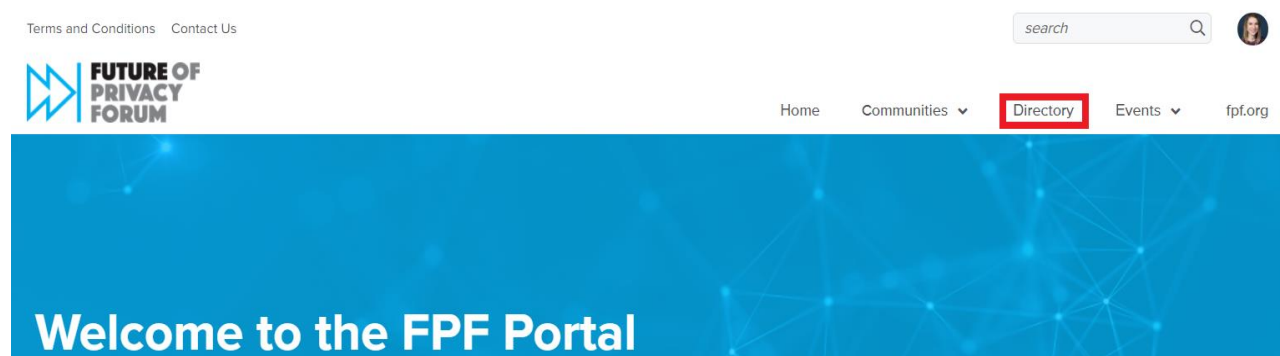
### Members Feature

Each Community has a **Members** tab, which allows you to view community members who are opted in to the Directory.

## Directory

The FPF Portal Directory allows for a more expansive search than the **Members** tab within each community. Click on **Directory** in the header menu bar (see image below) to search for your peers within the FPF Portal.

*Note: The Directory search results will only show those who have opted into the directory by signing into the FPF Portal.*



If you have any questions or need assistance navigating the Portal, please email [membership@fpf.org](mailto:membership@fpf.org).