



GAPP Web Site Navigation Guide

The intent of this document is to provide the user with direction on how to use all of the various functionality offered on the GAPP web site. We want our members to make this a “go to” site for not only chapter business but to help you in your day to day business as well. There a number of links to very useful sites that can make doing your job easier every day and we hope you will take advantage of what our site has to offer.

The following is an overview of the site and we encourage you to use this guide to become more familiar with what our site has to offer.

Main Navigation Menu – Home Page

Across the top are the main navigational links: **About Us, Membership, Events, Certification, Site Resources, National APA, Community, and Contact Us.**

About Us	Membership	Events	Certification	Site Resources	National APA	Community	Contact Us
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About Us

Let your mouse hover over the link and you will see the sub links which are **Board of Directors, Committees, GAPP Constitution, and GAPP Handbook.** Clicking on **About Us** will bring up a page that summarizes the history of GAPP and other useful information for prospective members. Clicking on each link will take you to the respective pages built for each specific link. Click on GAPP Constitution to view a .pdf version of our Constitution. The same is true of the other links....you will be taken to the specific page built for that link.

Membership

Hovering over this link you will see the two additional sub links which are **Join** and **Renew.** Clicking on Membership takes you to the Join Us page where listed are all the benefits of a GAPP Membership as well as information on Annual Dues and how to renew your membership if you are a past GAPP member and your membership has lapsed. The Join sub link goes to the Member Application and this again should only be used by new members....not prior members.

Clicking on the Renew sub link will require you to log in with your Username (email address in your profile) and password. If you do not remember either one there is a link in the Login box that will take you to the “Forgot Your Password” page and once you enter your email address and click on Submit, the web site will automatically send you an email with a link to change your password. You can also renew your membership via a link found on the Members Only page.



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Login

Account Type:



Member **Email or Member ID**

Password:

[Forgot Username/Password?](#)



Cancel

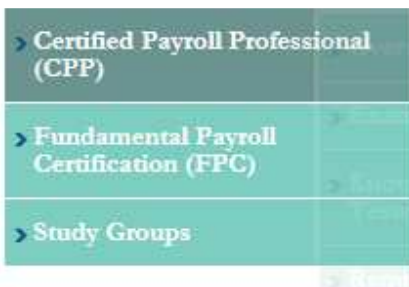
Login

Events

Click on the link and you will go to the Meeting/Event Information page listing our upcoming meeting and or event. The sublink under Events is **Past Events** and that page will list all of our events going back to the beginning of the year. There are also meeting archive links (on the left hand side of the page) going back to 2012 when our web site went live.

Certification

Click on this link and you will find basic information about the two levels of certification offered by the American Payroll Association with links that will take you to the FPC and CPP pages found on the APA's web site. If you hover over each link, there are also sublinks to help you find specifically what you are looking for relative to certification.



For information on the GAPP study groups, there are two ways to navigate to that page. Either hover over the Certification link on the Home Page Navigation Menu, or there is a **Study Groups** link on the Certification Information page as well right underneath the links to the CPP and FPC sites.

Site Resources

Click on this link and you will see the main functions that are found only in the Member area of our site. You should become familiar with this page so you can learn how to do things like updating your membership profile, searching our member database, view your Order History, cancel a meeting you have already registered for, renew your membership, post a job, and find membership surveys among others.



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National APA

Click on this link and you will navigate to the APA Page where you will find basic information about the organization, a membership application, certification information with direct links to the FPC and CPP pages on the APA web site, a link to their Professional Publications page and a link to their comprehensive listings of all of their educational opportunities.

On the left hand side of the page are sixteen links to various pages on the APA web site.....these links have all been designed and built to help you quickly find what you are looking for on their site and can easily be accessed from this page.

Community

This link will take you to our Community page which will continue to be updated in the coming months as we participate in our various community activities.

Contact Us

This page has our mailing address as well as all of the APA offices and mailing addresses. From this page you can send comments or questions you may have and we will get back to you as soon as possible. You can also send an email directly to admin@gatewaypayroll.org and we will respond to you as quickly as possible.

Quick Links

> Home Page	<p>These links are found on almost every page of our site regardless of where you are and are designed to help you easily navigate back to the Home Page, the Member Area (if not already there), the Calendar of Events, Contact Us, our Job Bank and the National APA pages to name a few.</p> <p>Here you can also find a link to the Symmetry Software paycheck calculators (paycheckcity.com) and Quick Payroll Facts with has information on Social security limits, pensions limits, mileage, etc.</p>
> Member Area	
> Calendar of Events	
> Job Bank	
> Contact Us	
> National APA	
> Midwest Payroll Conference	
> Paycheck Calculators	
> Quick Payroll Facts	




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Member Area

There are two ways to get to the Member Area only Log In Page from the Home Page....you can click on the green Login button to go to the log in page and there is a also a link to retrieve your password if you have forgotten it, The second way is to click on or you can click on **Member Area** on the Quick Links navigation menu.

<h3>MEMBER AREA LOGIN</h3>  <p>Not a member? Click here to join</p> <p>Login to Member Area</p> <p>Forgot your password?</p>	<h3>QUICK LINKS</h3> <ul style="list-style-type: none">> Home Page> Member Area> Calendar of Events> Job Bank> Contact Us
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On this page is where you enter your Username (your email address) and Password:

Members Log In

Gateway Association of Payroll Professionals ID:

Password:

[Login](#) [Forgot Username/Password?](#)

Once you are logged in to the Member Area, you will see a number of links all built to help you with chapter business as well as conduct your daily business.



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MEMBER AREA LINKS

> [Membership Profile/Inquiry](#)

> [Member Dues](#)

> [View My Order History](#)

> [Pay My Balance](#)

> [Membership Directory](#)

> [National APA & APA Links](#)

> [2016 CPP Study Group
\(Attendees Only\)](#)

> [Payroll Research](#)

> [Payroll Resource Links
\(Federal\)](#)

> [Payroll Resource Links
\(Missouri\)](#)

> [Collector of Revenue - City of
St. Louis](#)

> [Payroll Resource Links
\(Illinois\)](#)

> [Photo Gallery](#)

> [Surveys](#)

> [Board Notes](#)

> [GAPP Archives \(Board
Members Only\)](#)

Membership Profile/Inquiry – Change your password and update your member profile

Member Dues – Click on this to see when your current membership expires and renew your membership.

View My Order History – View all of your order history including meeting registrations, membership renewals, etc. If you need to cancel your registration you can do it via this link and request a refund (if paid via credit card.)

Pay My Balance – If you have an outstanding balance due you can pay it via credit card.

Membership Directory – A current listing of all active members searchable by various criteria

National APA & APA Links – Click on the sub link (APA Federal and State Links) and you will have access to a wide variety of state and local links, local chapter links, job links and other organizational links.

Payroll Research – A link to a very useful payroll research site.

Payroll Resource Links (Federal) – Hover over this link to see sub links to all of the federal agencies governing payroll.

Payroll Resource Links (Missouri) – Hover over this link to see sub links to all of the state agencies governing payroll.

Collector of Revenue – City of St. Louis – The main link takes you to the Collector of Revenue page and if you hover over this link you will see a sub link to the St. Louis City Tax locator document.

Payroll Resource Links (Illinois) – Hover over this link to see sub links to all of the state agencies governing payroll.

Photo Gallery – view all of our photo galleries

Surveys – Here you will find any active surveys.

Board Notes – This page will house Board Meeting minutes going back to 2012.

Use this guide to explore our site and you will see lots of useful information organized in a user friendly format.