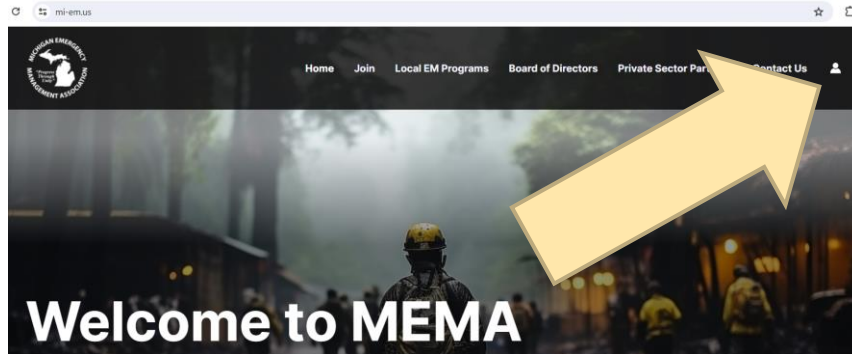


How to Use MEMA Document Library

LOG INTO MEMA WEBPAGE

1. Go to www.mi-em.us
2. Click on the person icon to log in



3. Log in using your credentials. (Click Lost Password if you need a reset)

Username or Email Address

Password

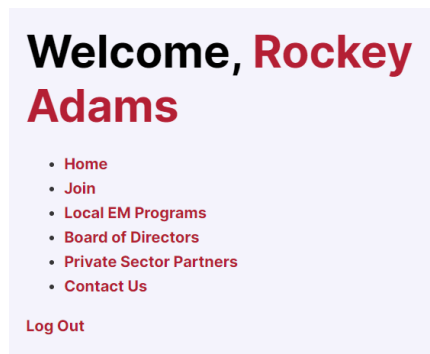
Remember Me

LOG IN

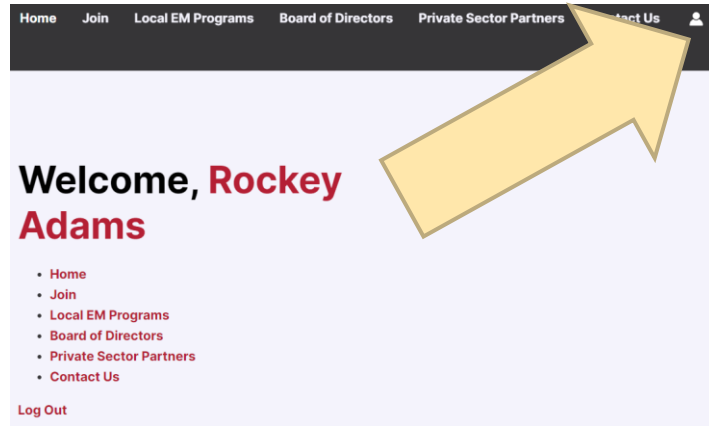
[Lost Password?](#)

NAVIGATE TO MEMBER-ONLY MENU

4. After logging in a generic menu shows up.



5. Navigate to the member menu by pressing the person icon again (the one you clicked to log in earlier).



ACCESS DOCUMENT LIBRARY

6. You may now access members-only menus. Click DOCUMENT LIBRARY.

Level	Billing	Expiration
Annual Member 2024 Renew Change Cancel	—	December 31, 2024

My Account

Rocky Adams

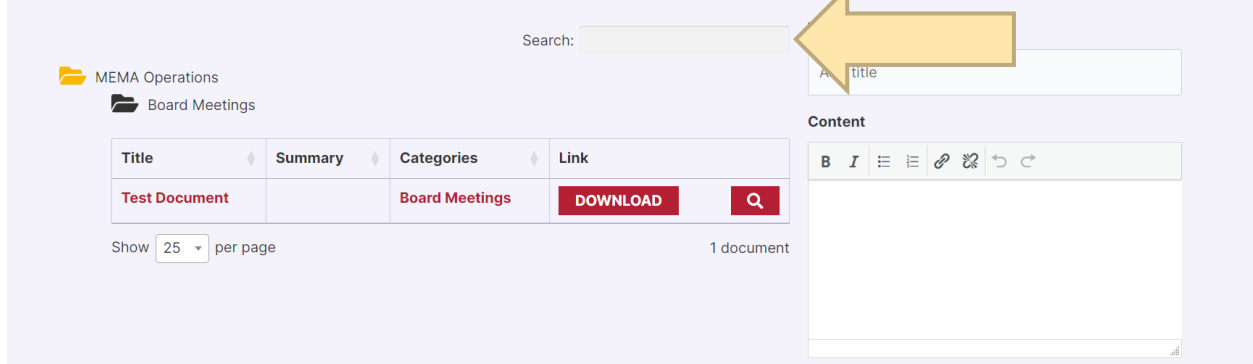
- **Username:** radams1@berriencounty.org
- **Email:** radams1@berriencounty.org

[Edit Profile](#) | [Change Password](#) | [Log Out](#)

LOOKING FOR DOCUMENTS

7. You can use the search feature to find documents.

Document Library



Search:

MEMA Operations
Board Meetings

Title	Summary	Categories	Link
Test Document		Board Meetings	DOWNLOAD Q

Show 25 per page 1 document

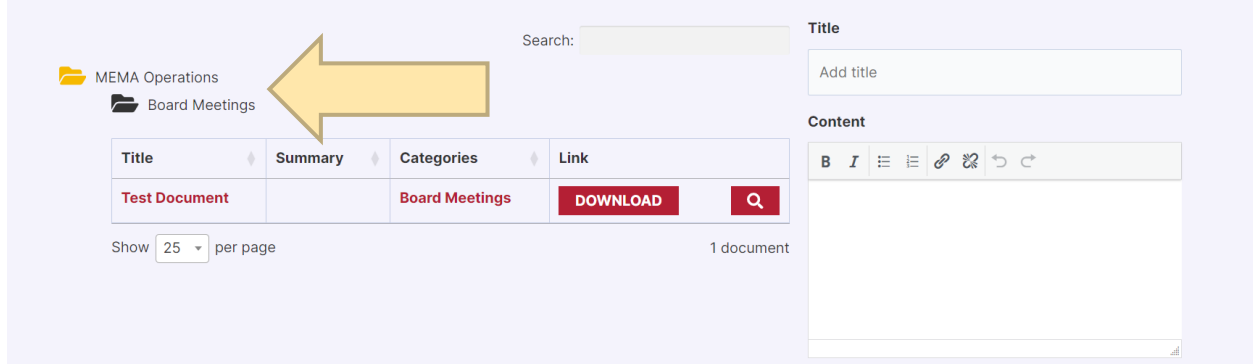
Title: Add title

Content: B I [List Icons] [Link Icon] [Refresh Icon]

A yellow arrow points to the search bar.

8. You can browse by looking in the folder tree.

Document Library



Search:

MEMA Operations
Board Meetings

Title	Summary	Categories	Link
Test Document		Board Meetings	DOWNLOAD Q

Show 25 per page 1 document

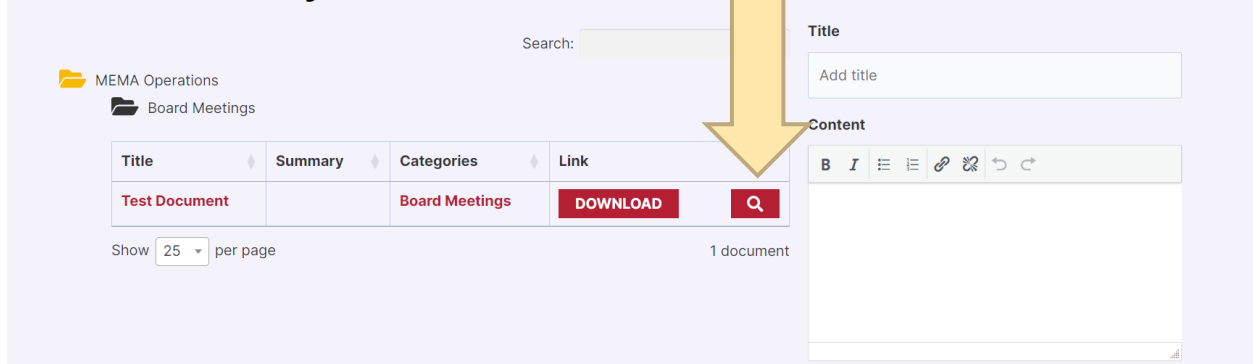
Title: Add title

Content: B I [List Icons] [Link Icon] [Refresh Icon]

A yellow arrow points to the folder tree.

9. When you find a document of interest, you can preview it before you download it.

Document Library



Search:

MEMA Operations
Board Meetings

Title	Summary	Categories	Link
Test Document		Board Meetings	DOWNLOAD Q

Show 25 per page 1 document

Title: Add title

Content: B I [List Icons] [Link Icon] [Refresh Icon]

A yellow arrow points to the 'Test Document' card.

10. If you liked the document, you can download it.

Document Library

MEMA Operations
Board Meetings


Search:

Title	Summary	Categories	Link
Test Document		Board Meetings	DOWNLOAD <input type="button" value="Q"/>

Show 25 per page 1 document

Title

Content



SUBMITTING DOCUMENTS

11. Fill out the submission form from the top to the bottom, then hit submit (Be specific with file names so others can figure out the content based on the title):

View As View: My Access Howdy, Rocky Ad...

Home Join Local EM Programs Board of Directors Private Sector Partners Contact Us

Document Library

MEMA Operations
Board Meetings

Search:

Title	Summary	Categories	Link
Test Document		Board Meetings	DOWNLOAD <input type="button" value="Q"/>

Show 25 per page 1 document

Title

Content

Excerpt

Document link

Upload a file or add a URL where the document is located

Category

Tags

Authors

[SUBMIT DOCUMENT](#)

