



# NetForum Quick Start Guide

A Guide to NMFTA Membership Management



Welcome to [myNMFTA](https://my.nmfta.org), NMFTA's brand new member service portal. Through this portal, you'll have the ability to safely and securely:

- Access your account
- Update company information:
  - Point of contact
  - Company address
  - Email address
  - Phone number
- Upload your revenue to instantaneously calculate your annual dues/participation
- Instantly create and pay invoices

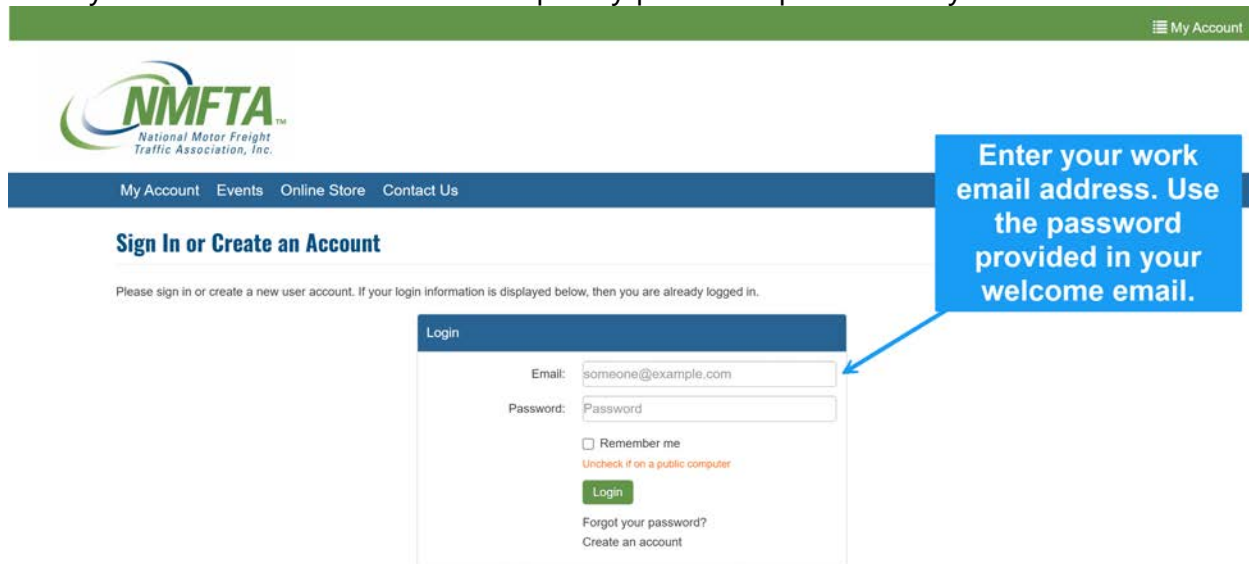
Let's get started.

## Step One

Go to <https://my.nmfta.org>

## Step Two

Enter your email address and the temporary password provided in your Welcome email.



The screenshot shows the myNMFTA website's login page. At the top right, there is a "My Account" link. The main header features the NMFTA logo (National Motor Freight Traffic Association, Inc.) and navigation links for "My Account", "Events", "Online Store", and "Contact Us". Below the header, the page title is "Sign In or Create an Account". A message reads: "Please sign in or create a new user account. If your login information is displayed below, then you are already logged in." The login form includes fields for "Email" (containing "someone@example.com") and "Password" (containing "Password"). There is a "Remember me" checkbox with a note "Uncheck if on a public computer". A green "Login" button is present, along with links for "Forgot your password?" and "Create an account". A blue callout box on the right side of the form contains the text: "Enter your work email address. Use the password provided in your welcome email." with an arrow pointing to the email input field.

**NOTE:** You will be required to change your password when you first login.

## Step Three

Once you are logged in, this is the screen you will see. This page is your account profile. Select Renew. If you do not see the Renew link please contact NMFTA at (866) 411-6632 or email us at [membership@nmfta.org](mailto:membership@nmfta.org).

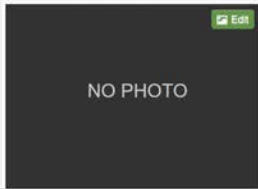


## My Profile

Association: NMFTA / Membership Type: Complimentary Member / Expires: 5/30/2025

Click here to Renew

Organizations You Manage				
My Company	LTL Interstate Carrier (IM)	Alexandria, VA 22314	Primary Billing	<a href="#">Renew</a> <a href="#">Edit</a>



**Profile Details** (Visible Online: Yes) [Edit Primary Info](#)

Name: Member First Name Member Last Name  
Company: My Company

1001 N Fairfax St Ste 600  
Alexandria, VA, 22314  
UNITED STATES

- My Account Links**
- My Profile
  - My Full Profile
  - My Full Contact Info
  - My Social Communities Links
  - My Invoices
  - My Organization Invoices
  - My Membership

## Update

We've added your Company ID to your profile. This will allow you to receive the discount on ClassIT+™.

## My Profile

Association: NMFTA / Membership Type: Complimentary Member / Expires: 6/30/2026

Organizations You Manage				
National Motor Freight Traffic Association, Inc.		100000110	Alexandria, VA 22314	Primary Billing <a href="#">Edit</a>

Alexandria, VA 22314  
(703)838-1810  
joe.ohr@nmfta.org

[Edit Contact Info](#) [Edit Social Links](#)

There are two places to find your Company ID.

**Profile Details** (Visible Online: Yes) [Edit Primary Info](#)

Name: Joseph Ohr  
Title: Chief Operating Officer  
Company: National Motor Freight Traffic Association, Inc.  
Company ID: 100000110

1001 N Fairfax St  
Suite 600  
Alexandria, VA, 22314  
UNITED STATES

[Add/Edit Bio](#)

[Edit Demographics](#)

- My Account Links**
- My Profile
  - My Full Profile
  - My Full Contact Info
  - My Social Communities Links
  - My Invoices
  - My Organization Invoices
  - My Membership
  - My Events
  - My Committees
  - My Transactions
  - My Communication Preferences
  - Change My Password

My Recent Invoice

# Step Four

Enter/verify the required information.

Renewing For:

## My Company

Please verify the **revenue amount you enter is accurate**. Once you click "Calculate Dues," the revenue field will be locked.

If you need to correct an error, contact NMFTA for assistance at phone number (866) 411-6632, or by email, [membership@nmfta.org](mailto:membership@nmfta.org).

The form contains the following fields and callouts:

- MC Number:**  (Required If Applicable) - Callout: "Enter or verify all of the applicable authority numbers."
- DOT Number:**  (Required If Applicable) - Callout: "Enter or verify all of the applicable authority numbers."
- FF Number:**  (Required If Applicable) - Callout: "Enter or verify all of the applicable authority numbers."
- MX Number:**  (Required If Applicable) - Callout: "Enter or verify all of the applicable authority numbers."
- What Type of Company are you?**  (Required) - Callout: "Verify the company type, then enter the appropriate revenue figure. Then click on Calculate Dues."
- Your Member Type is:** Member
- Please enter your Total Gross LTL Revenue OR Total Gross Operating Revenue, whichever applies.**  (Required) - Callout: "Verify the company type, then enter the appropriate revenue figure. Then click on Calculate Dues."
- Calculate Dues** button - Callout: "Verify the company type, then enter the appropriate revenue figure. Then click on Calculate Dues."

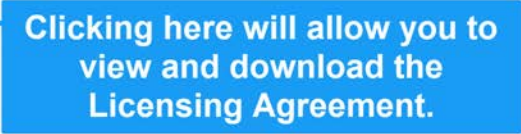
**NOTE:** Once you click on the Calculate Dues button, the Revenue field will be locked. Please ensure you enter the correct figure before clicking the button. If you make a mistake, you will need to contact NMFTA for correction. Email us at [membership@nmfta.org](mailto:membership@nmfta.org).

## Step Five

Before you can move forward, attestation to the accuracy of the revenue figure and the Licensing Agreement is required.

I do attest that I entered the numbers correctly. This document has been duly verified and attested by the Revenue Department. The details mentioned herein are accurate and certified as per official records. This attestation is issued for official use only and does not confer any rights beyond authentication of the presented information.

I attest to the License Agreement for my Company Type ~ LTL Interstate (IM). This License Agreement shall remain in full force and effect unless and until the Licensee fails to remit the applicable fees in accordance with the terms herein.

LTL License Agreement  Clicking here will allow you to view and download the Licensing Agreement.

\* Fill in all required fields and Calculate Dues to continue.

When all required actions have been completed, the Continue button will turn green, indicating the ability to move forward.

What Type of Company are you?  Required

Your Member Type is:


Please enter your Total Gross LTL Revenue OR Total Gross Operating Revenue, whichever applies.  Required

Total Dues: 335.00

I do attest that I entered the numbers correctly. This document has been duly verified and attested by the Revenue Department. The details mentioned herein are accurate and certified as per official records. This attestation is issued for official use only and does not confer any rights beyond authentication of the presented information.

I attest to the License Agreement for my Company Type ~ LTL Interstate (IM). This License Agreement shall remain in full force and effect unless and until the Licensee fails to remit the applicable fees in accordance with the terms herein.

LTL License Agreement



# Step Six

From the Shopping Cart, Click Check Out to continue.

Online Store Shopping Cart

Shopping Cart | View

Line Items	Item	Quantity	Price	Tax	Shipping		Balance Due
	Renew Member	1,000 <small>Required</small>	\$335.00 <small>Required</small>	\$0.00	\$0.00	\$0.00	\$335.00

Cart Total

Subtotal: 335.00

Total discount: 0.00

Total tax: 0.00

Total shipping: 0.00

Net Total: 335.00

Total Paid: 0.00

Balance Due: 335.00

Check-Out

# Step Seven

There are two ways to pay the dues. Payment can be processed instantly online via Credit/Debit card. Bill Me Later is the second option. This will allow for the creation of the invoice which can be printed and mailed to NMFTA with a check.

Online Store Shopping Cart

Shopping Cart | Payment

Customer Information

Customer: My Company

Phone: (703)838-1810

Email: Please select

Billing Information

Billing contact: Member Last Name Member

Billing address: Business: 1001 N Fairfax St  
Required

Payment Information

Bill me later:

Invoice total: 335.00

Payment amount: 335.00

Credit/Debit

Click Bill me later to pay by Check. Click Credit/Debit to pay online.

# CREDIT/DEBIT SELECTED

## Step Eight

Enter the credit card information and click on Make Payment.

**Enter Payment Details**

Payment Info \$335.00

Card Number

Expiration Date -- --

CVV

Billing Contact Info

Name

Billing Address

City

Province/State

Postal Code

Email

Enter the credit card information and click on Make Payment.

## Step Nine

Once the approval appears, click on Complete Payment.

**Enter Payment Details**


Result:	Approved
Transaction No:	130354741360
Message:	Approval
Amount:	\$335.00
Card No:	48XXXXXXXXXX0843
Card Expire Date:	1/2027
Card Type:	Visa
Authorization Code:	087332
Payment was successfully processed! Please click Complete Payment to complete your order.	

Click on Complete Payment

# Step Ten

Click on Print this Invoice to print your receipt.

Welcome, you are signed in and shopping as Member First Name Member Last



My Account Organization Info Events Online Store Contact Us

### Online Store Shopping Cart

Purchase Details					
Item	Price	Qty	Discount	Tax	Shipping
Renew Member	335.00	1.0000	0.00	0.00	0.00

[Continue Shopping](#)

Shopping Cart | [Receipt](#)

Thank you for your order.

Your Confirmation number is: 130354741360  
Your Invoice number is: 1005  
You may print this invoice for your records.





[Print this Invoice](#)


Click on Print this Invoice to print the receipt.

Billing/Shipping Information

Customer name: Member Last Name Member First Name  
Email: meetings@nmfta.org  
Phone:  
Billing name: Member Last Name Member First Name

nmfta.netfor... / invoices...5102025



Customer #: 1000000360

Member First Name Member Last Name  
My Company  
1001 N Fairfax St  
Suite 600  
Alexandria, VA 22314

National Motor Freight Traffic Association  
1001 N Fairfax Street  
Suite 600  
Alexandria, VA 22314-1703

**Receipt**

Invoice #: 1005  
Invoice Date: 05/10/2025

Description	Quantity	Price	Discount	Amount
Renew Member	1	\$335.00	\$0.00	\$335.00

Last Payment On This Invoice: Paid by Visa on 05/10/2025

Click here to download the receipt.

Invoice Total	\$335.00
Taxes	\$0.00
Amount Paid	\$335.00
<b>PLEASE PAY</b>	<b>\$0.00</b>

## Step Eleven

Congratulations! Your company's membership is valid for a period of one year.

# BILL ME LATER SELECTED

## Step Seven

Click the Bill me later checkbox to create the invoice to pay by check.

### Payment Information

Bill me later:  **Click here to create the invoice to pay by check.**

Invoice total: **335.00**

Payment amount: **335.00**

[Credit/Debit](#)

[Complete Order](#)

**NOTE:** Any renewal invoice that is created but remains unpaid 30 days after the membership expiration date will be deleted. To continue membership, the company will have to rejoin by completing the Join process. Membership will be activated only after payment is received.

## Step Eight

Click on Complete Order.

### Payment Information

Bill me later:

Your invoice has been created. Please proceed to check out to print your invoice. Unpaid invoices will be canceled 30 days after membership expiration or invoice creation. To maintain membership, the company must reapply.

Invoice total: **335.00**

[Complete Order](#) **Click Complete Order.**

## Step Nine

Click on Print this Invoice to download a copy of the invoice to send in with your check payment.

### Online Store Shopping Cart

- Purchase Details					
Item	Price	Qty	Discount	Tax	Shipping
Renew Member	335.00	1.0000	0.00	0.00	0.00

[Continue Shopping](#)

Shopping Cart | [Receipt](#)

# Thank you for your order.

Your Confirmation number is:  
Your Invoice number is: 10161

You may print this invoice for your records.

[Print this Invoice](#)

Click Print this Invoice to download and print the invoice to send in with payment.

nmfta.netfor... / invoices...5102025

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Customer #: 100000360  
Member First Name Member Last Name  
My Company  
1001 N Fairfax St  
Suite 600  
Alexandria, VA 22314

National Motor Freight Traffic Association  
1001 N Fairfax Street  
Suite 600  
Alexandria, VA 22314-1753

### Receipt

Invoice #: 1005  
Invoice Date: 05/10/2025

Description	Quantity	Price	Discount	Amount
Renew Member	1	\$335.00	\$0.00	\$335.00

Last Payment On This Invoice: paid by Visa on 05/10/2025

Click here to download the receipt.

Invoice Total	\$335.00
Taxes	\$0.00
Amount Paid	\$335.00
<b>PLEASE PAY</b>	<b>\$0.00</b>

## Step Ten

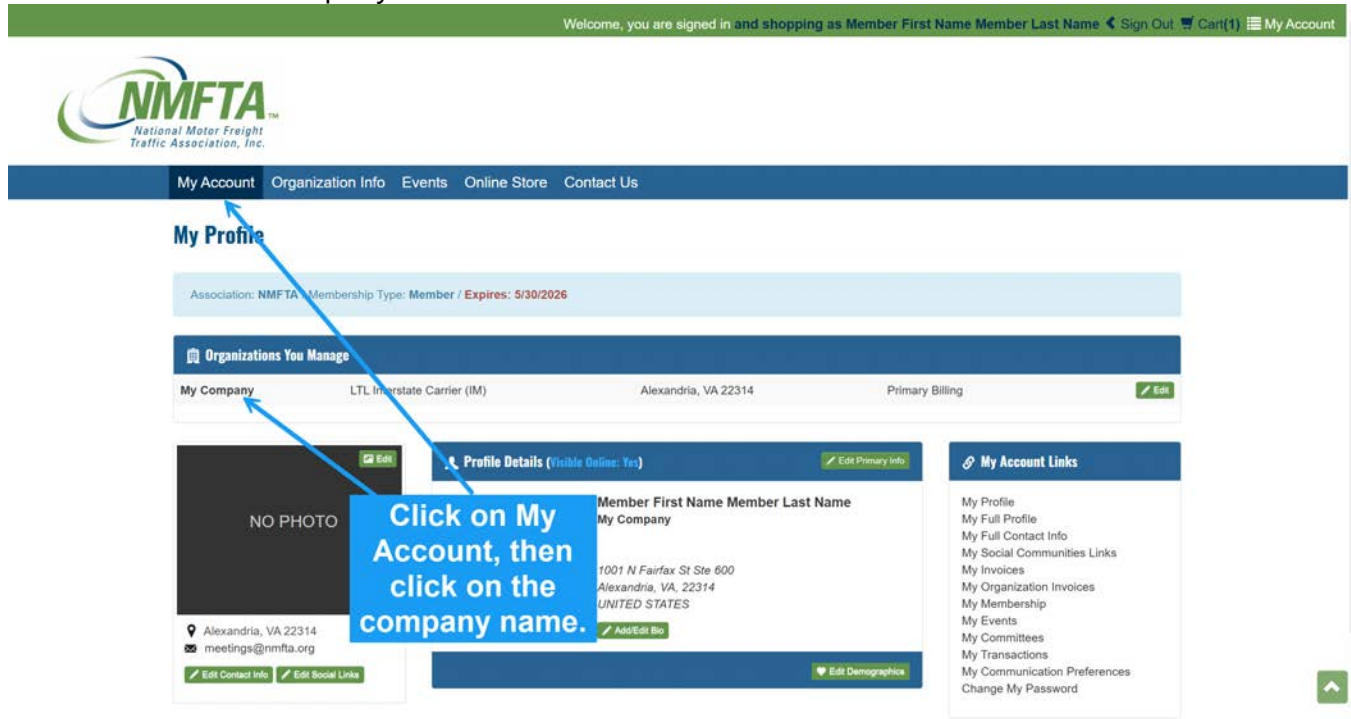
Mail your payment to:  
NMFTA  
1001 N. Fairfax St.  
Suite 600  
Alexandria, VA 22314

Once payment is received and processed, your company's membership will be valid for an additional year.

## NEED A CERTIFICATE?

Return to your profile screen by clicking on My Account.

Then, click on the company name.

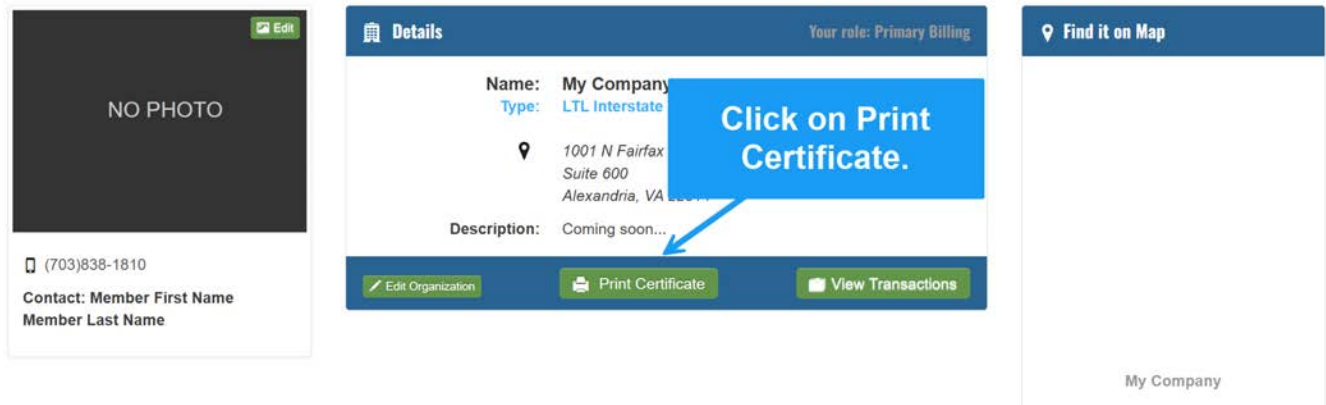


Click on Print Certificate.

### Organization Information

[Go Back](#)

Your Organization Information is displayed below. You may update this information by clicking on the [Edit](#) link.



Click to download or print.

All tools Edit Convert E-Sign nmfta.netfor... / nmftamem...5122025

**NMFTA 2026 Certificate of Membership**

My Company  
Is a Member  
of National Motor Freight Traffic Association, Inc.  
(NMFTA)<sup>™</sup>  
entitled to all rights and privileges associate therewith as  
specified by the Bylaws of the organization.

*Deborah Sparks*  
Valid through 5/30/2026

Click to Download or Print.

Pages

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