

## **Directions to Have AMFA Number Appear in the AMFA App on your Smart Phone or Tablet**

The AMFA App runs from data on the AMFA National Website, you must register with the AMFA National Website in order for your AMFA # to appear in the upper left-hand corner when running the AMFA App on your Smart Phone or tablet.

### **Step 1 - Register with the National Website**

1. Browse to the AMFA National Website: [www.amfanational.org](http://www.amfanational.org) > Select “Member Resources” in the Main Menu > Select Login
2. Complete the New User Registration section. If you do not know your AMFA # for the registration section, leave it blank. The number will be entered by AMFA National during the approval process. **Note:** It may take 24 business hours for the registration to be processed and approved by AMFA National.

### **Step 2 – Download the AMFA App on your Smart Phone or Tablet**

- \* The AMFA App is not available in the App Store, it must be downloaded from the AMFA National Website.
1. From your Smart Phone or Tablet, browse to the AMFA National Website: [www.amfanational.org](http://www.amfanational.org)
  2. Under the Latest News section, click the link that says, “[Click here to download the new AMFA Smartphone App](#)”
  3. Select the link to install on your respective device type: iPhone/iPad or Android
  4. Click the link to install.  
**Note:** If you are using an iPhone/iPad you may be redirected to the App Store or iTunes Store and the device will read, “You’ve successfully redeemed your code. Preparing to download,” but download does not complete. In this case, open the App Store > Select “Updates” > Select “Purchased” > Select “My Purchases” > then locate the AMFA App and select to re-download.
  5. Open the app on your device > Select “Member Resources” > Select “Member Home” > Enter the login credentials (username and password) you used to register with the AMFA National Website
  6. After logging in, close the app completely and re-open it. If it has been less than 24 business hours since you registered with the AMFA National Website, your registration may not have yet been approved and, therefore, your AMFA # may not yet appear in the upper left-hand corner.

If you have any trouble downloading, please give us a call and we can help walk you through the process.