

# How to **CREATE A PROFILE** on the ELFA Website

Follow the instructions in this guide to create an individual ELFA profile.



**ELFA**



# Creating an ELFA Profile

1. Navigate to <https://www.elfaonline.org/>

2. Click the **Login** button located in the upper right-hand corner of any page on the ELFA site.

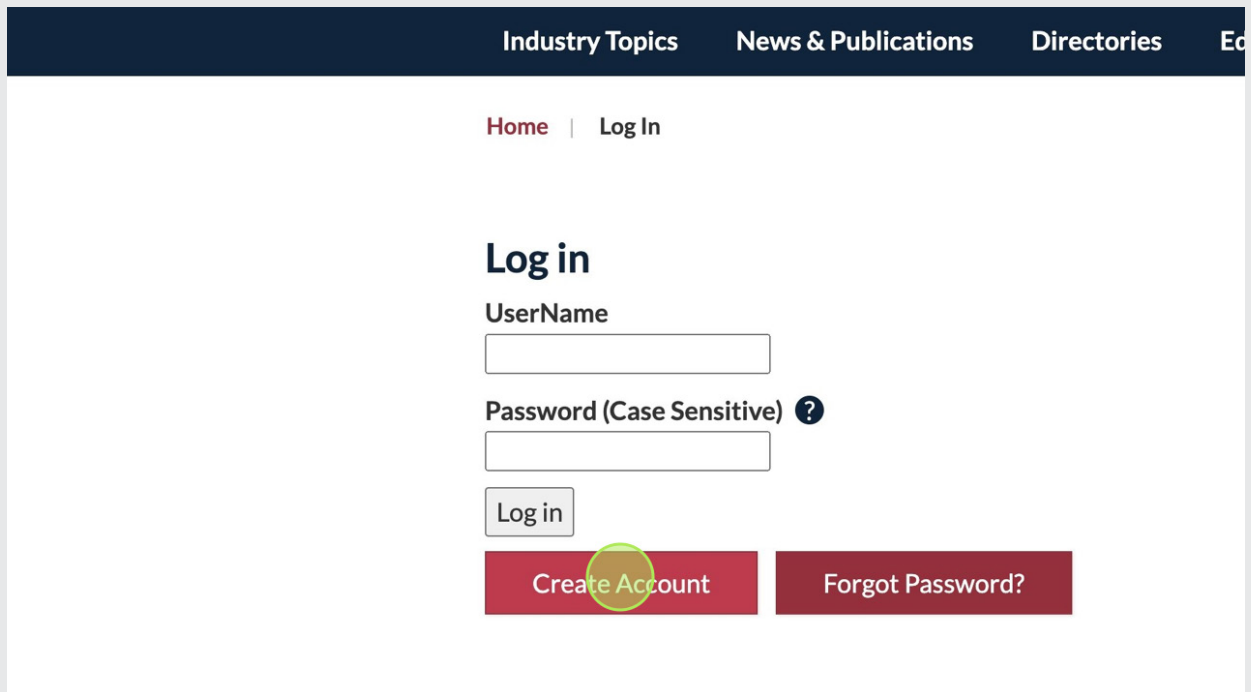


i. **Note:** The Login button turns red when you hover over and click it.



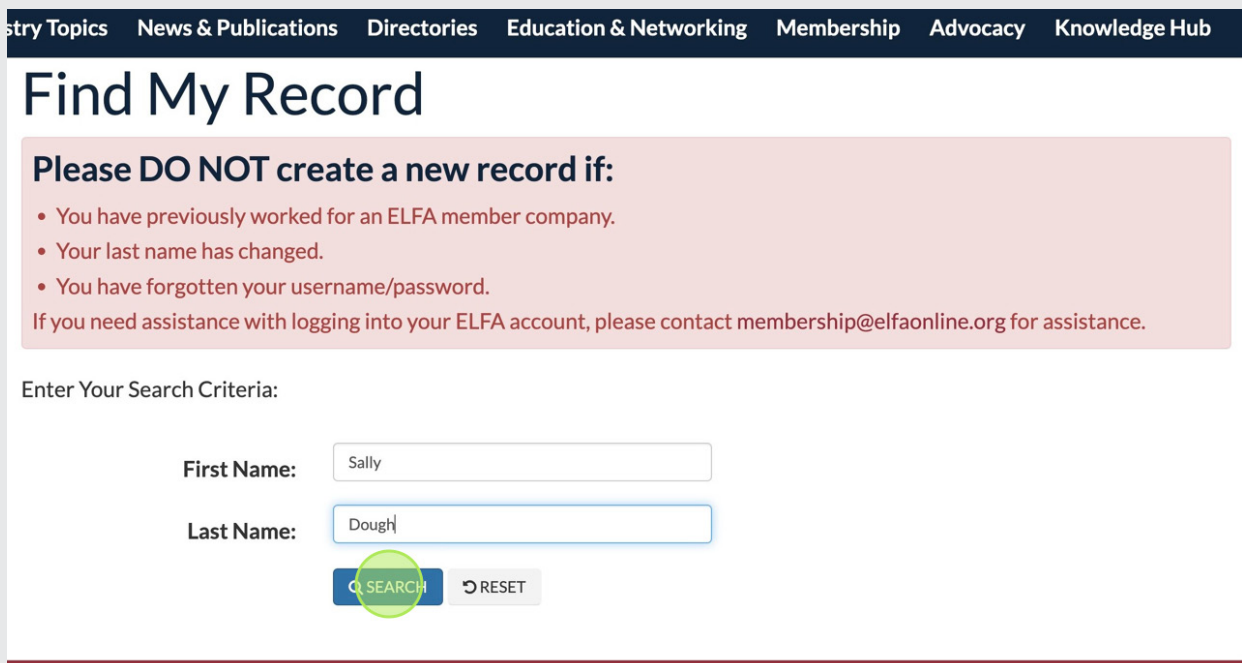
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3. Click the **Create Account** button at the bottom of the Log In page.



The screenshot shows the ELFA website's navigation bar with links for Industry Topics, News & Publications, Directories, and Education. Below the navigation bar, there are links for Home and Log In. The main heading is "Log in". Below this, there are input fields for "UserName" and "Password (Case Sensitive)" with a help icon. A "Log in" button is positioned below the password field. At the bottom of the form, there are two red buttons: "Create Account" (highlighted with a green circle) and "Forgot Password?".

4. On the **Find My Record** page, enter your first and last names, and then click the **SEARCH** button.



The screenshot shows the ELFA website's navigation bar with links for Industry Topics, News & Publications, Directories, Education & Networking, Membership, Advocacy, and Knowledge Hub. The main heading is "Find My Record". Below this, there is a red box with the text "Please DO NOT create a new record if:" followed by a bulleted list: "You have previously worked for an ELFA member company.", "Your last name has changed.", and "You have forgotten your username/password." Below the list, there is a line of text: "If you need assistance with logging into your ELFA account, please contact membership@elfaonline.org for assistance." Below this, there is a section titled "Enter Your Search Criteria:" with input fields for "First Name:" (containing "Sally") and "Last Name:" (containing "Dough"). Below the input fields, there are two buttons: "SEARCH" (highlighted with a green circle) and "RESET".


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5. If your name appears in the search results, click on the **Reset Password** button and your password will be reset with a temporary password. You will receive an email at the email address on file with instructions for updating your password.

## Member Listing Results

1 Individuals Matched Your Criteria

❗ If you no longer work for this company, please contact [membership@elfaonline.org](mailto:membership@elfaonline.org) for assistance.

Name	Company	Send Email
Shirley Bryant	Equipment Leasing and Finance Association	

If this is not your record:

- [Search Again](#)
- [Create an Account](#)

If you experience any issues with creating an ELFA profile, please contact [membership@elfaonline.org](mailto:membership@elfaonline.org).

6. If you don't see your name in the search results, click the **Create an Account** link.

## No Records Found

Your search returned no records.

[Create an Account](#)


For assistance please contact us at 202.238.3400 or email [membership@elfaonline.org](mailto:membership@elfaonline.org).



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7. Enter your company in the **Company Name** field and click the magnifying glass to search. The search results will appear below.

Basic Information


**Company Name** \*  

Enter a company name and click the magnifying glass to search.

ELFA Member?	Organization Name	Location
	<a href="#">Barnum Leasing</a>	Arlington, VA

i.

**Note:** Companies identified as ELFA members will have an ELFA logo to the left of their listing.

ELFA Member?	Organization Name
	Winthrop Financial Advisors, L.L.c.
	Winthrop Resources Corporation
	Wintrust Asset Finance, Inc.
	Wintrust Capital
	Wintrust Commercial Finance

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8. Click on the name of your company from the search results. This will populate the profile form with the company name and other info.

## Basic Information

Company Name \*



Enter a company name and click the magnifying glass to search.

ELFA Member?

Organization Name

Location

[Barnum Leasing](#)

Arlington, VA

i.

**Note:** If your company name DOES NOT appear in the results, click the **Create Company Record** button. This opens a new window where you can create a profile for your company.

## Basic Information

Company Name \*



Enter a company name and click the magnifying glass to search.

Company not listed?

Create Company Record

Prefix \*

Select One...



9. Complete or update the fields as required. Please note, anything marked with an asterisk (\*) is a required field and must be completed.



# Creating an ELFA Profile



**Alert!** When you create your password, please note that it will be case-sensitive.

For example, password, Password, PassWord and PASSWORD are all different and must be entered exactly as they appear.

**Please make note of your case-sensitive password.**

Password \*

Confirm Password \*

10.

Once you have finished filling out the form, click **CREATE ACCOUNT** and you will see a confirmation on your screen that contains your Username/Member ID. You will need this information and your case-sensitive password to log into the ELFA website.

Privacy and Cookie Policy.

 CREATE ACCOUNT

RESET



i.

**Note:** You should also receive an email to confirm that your profile was created.

If you experience any issues with creating an ELFA profile, please contact [membership@elfaonline.org](mailto:membership@elfaonline.org).