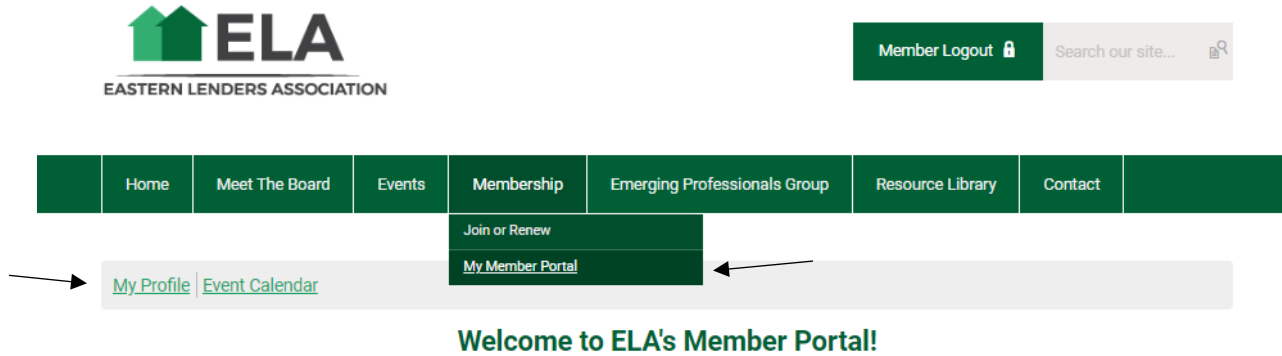


Adding Individuals and Key Contacts to your Organization

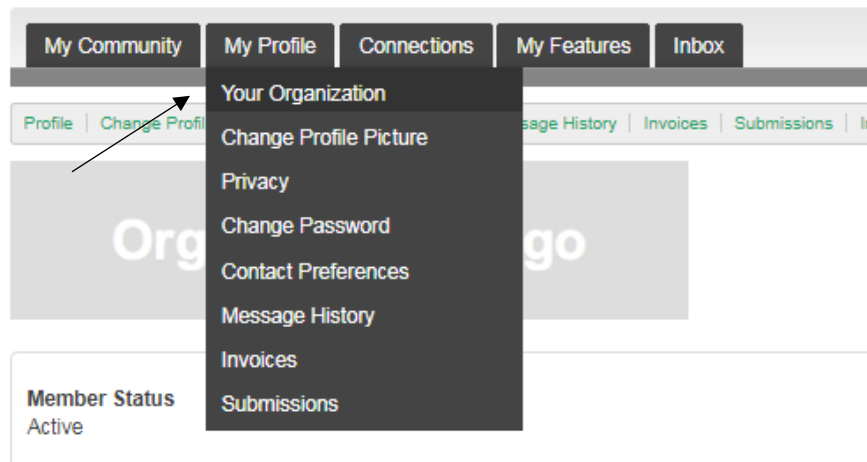
Note: Only existing Key Contacts can add other Key Contacts to their organization from their profiles. In general, Key Contacts can:

- Pay dues on behalf of the organization
- Edit and update the organization's profile they're linked to
- Edit and update other profiles linked to their organization
- Register other linked users from their organization for events

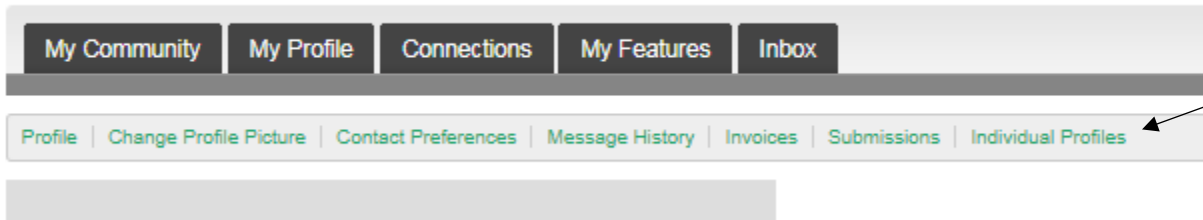
1. Login to your **Member Portal** and view **Your Profile**



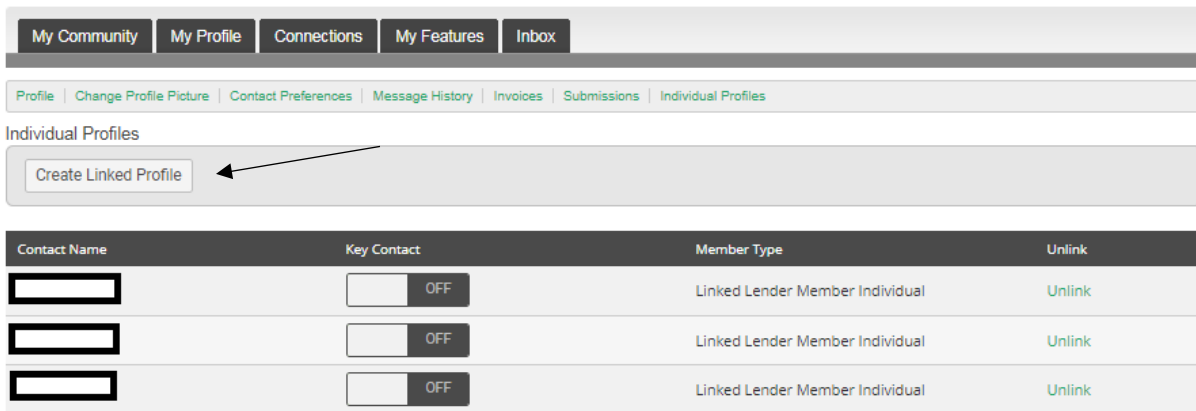
2. Under **My Profile**, Select **Your Organization**



3. Select Individual Profiles



4. To add Individuals to your Organization that are not already listed, select 'Create Linked Profile' and fill in the applicable information



5. To add Key Contacts, Toggle 'On' the Key Contacts Switch.

Note: Key Contacts must already be listed in your Organization's contacts. See Step 4 for adding additional Individuals.

