

Adding Individuals and Key Contacts to your Organization

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

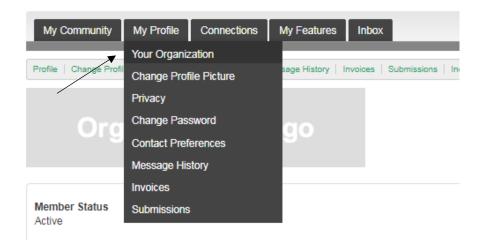
- Pay dues on behalf of the organization
- Edit and update the organization's profile they're linked to
- Edit and update other profiles linked to their organization
- Register other linked users from their organization for events

1. Login to your Member Portal and view Your Profile



Welcome to ELA's Member Portal!

2. Under My Profile, Select Your Organization



3. Select Individual Profiles

My Community	My Profile	Connections	My Features	Inbox				
Profile Change Profile Picture Contact Preferences Message History Invoices Submissions Individual Profiles								

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

My Community My Profile	Connections My Features Inbox	<					
Profile Change Profile Picture Contact Preferences Message History Invoices Submissions Individual Profiles							
Individual Profiles							
Create Linked Profile							
Contact Name	Key Contact	Member Type	Unlink				
	OFF	Linked Lender Member Individual	Unlink				
	OFF	Linked Lender Member Individual	Unlink				
	OFF	Linked Lender Member Individual	Unlink				

5. To add Key Contacts, Toggle '**On**' the **Key Contacts Switch**. <u>Note</u>: Key Contacts must already be listed in your Organization's contacts. See Step 4 for adding additional Individuals.

My Community My Profile Con	nections My Features Inbo	x					
Profile Change Profile Picture Contact Preferences Message History Invoices Submissions Individual Profiles							
Individual Profiles							
Create Linked Profile							
Contact Name	Key Contact	Member Type	Unlink				
	OFF	Linked Lender Member Individual	Unlink				
	OFF	Linked Lender Member Individual	Unlink				
	OFF	Linked Lender Member Individual	Unlink				