



View and Edit Your Profile

The Company Administrator is the only person in your membership who can edit your profile. Every person listed under your organization has a profile.

1. After you click on your name, you will see your company profile. Notice your member level, status and renewal information.

A screenshot of the 'MY PROFILE' page. At the top left is the 'MY PROFILE' heading. Below it is a blue 'EDIT PROFILE' button. A horizontal menu contains links for 'Profile', 'Privacy', 'Email subscriptions', 'My event registrations', and 'Invoices and payments'. The 'Profile' link is active. Below the menu is the 'Membership details' section. It lists: 'Membership level' as 'IWUA Staff - Free' with a sub-note 'Subscription period: Unlimited'; 'Membership status' as 'Active'; 'Member since' as 'Monday, October 28, 2019'; and 'Renewal due on' as 'Never'. Red hand-drawn circles highlight the 'Membership level', 'Membership status', and 'Renewal due on' items.

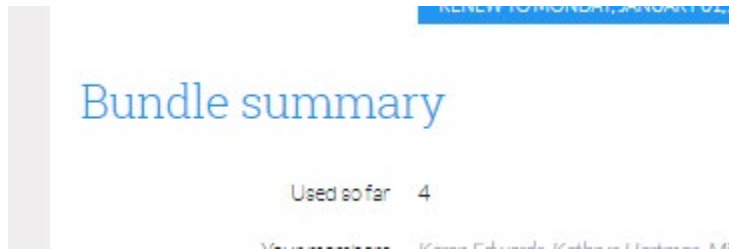
2. Click 'Edit Profile' to update your company address, name and email.

A second screenshot of the 'MY PROFILE' page, identical to the first. In this version, a red hand-drawn circle highlights the blue 'EDIT PROFILE' button.

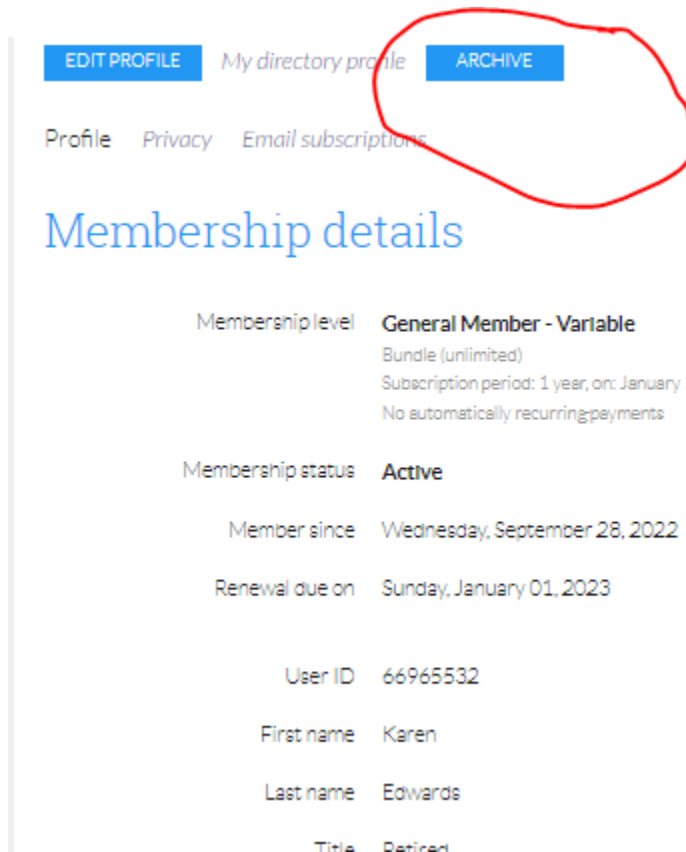
Archiving or Adding Company Contacts (Applies to General and Business Members Only)

Archiving

1. Scroll down to the bundle summary section of your profile.



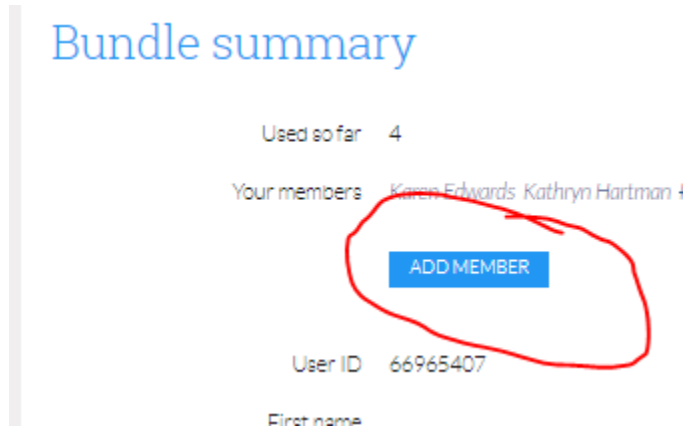
2. Click on the name of the contact you would like to archive. You will be directed to that person's profile page. Once there, click 'archive' to remove them from the company contact list. On this page, you are also able to update / edit your organizational contact information.





Adding Members / Contacts

1. Scroll to the Bundle Summary section of your profile page. Click 'add member'.



2. Enter the new contact's information. Click save.