

HOW DO I MAKE BASIC EDITS TO USER & ORGANIZATION PROFILES?

- **Editing a User Profile (Employee Profile)**
 - Login with your credentials to view your profile.
 - Click the "Edit this profile" tab in the blue menu bar above.
 - Please only update general information, additional contact info and social media. There is no useful reason to add territories or brands to employee profiles within the system.
- **Editing an Organization Profile (Company Profile)**
 - Login as the admin user (main contact) of company profile.
 - If viewing your personal profile, you can switch to editing your company profile by clicking the "Switch Profile" button above in grey menu bar. *(Must be set as an 'editor' or 'admin' for your company profile)*
 - Click the "Edit this profile" tab in the blue menu bar above.
 - Here you can update general info, add additional contact info, update your territories covered, your NEMRA Region and state of operation, and social media channel links. These changes are only specific to this company profile.

HOW DO I CREATE RELATIONSHIPS BETWEEN MULTIPLE COMPANY BRANCHES/DIVISIONS, AND INTERNAL EMPLOYEES?

NEMRA has created and pre-loaded your organization's existing relationships. You may review them by clicking on the "*View and edit all*" under the "*Related Profiles*" section of your company profile homepage of the portal. Please reach out to [Conner Boyer](#) for any discrepancies or issues regarding your existing relations on your organization profile.

To add and relate a NEW company branch, division, or employee (user) profiles to your main company profile, please follow these steps below:

- Be sure you are logged-in as the admin user (main contact) of company profile, and that you are viewing the company profile dashboard.
- Click "*View and edit all*" under the "related Profiles section of your profile dashboard tab in the blue menu bar above.
- Click "*Add a profile*".
- Choose whether this is an '*Individual*' or '*Organization*' profile.
 - If employee, choose individual.
 - Select the relationship type to be '*Employee*'.
 - Select whether this individual would like to receive communication from NEMRA, and whether they will inherit company address and contact.
 - If adding a company branch, product division please choose 'organization' profile.
 - Enter the name and ensure the profile sort name automatically generates.
 - Select the relationship type to be '*Subsidiary*'.
 - Click "*Continue editing*" and please provide branch/division general information such as address, NEMRA region, territories covered^(if applicable), etc.
 - Click "*Save and close*" when done editing to make final.

WHERE'S MY MEMBERSHIP RENEWAL FOR 2023?

Your 2023 renewal will not display in the Online Bill Pay area. If you would like to pay your membership renewal invoice, please contact Sue Todd at stodd@nemra.org.

Please contact nemra@nemra.org for questions and more information.