

## 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) & Affiliations**
  - 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 company affiliations\*\* *(i.e. 'Brands Represented', 'Territories Covered', 'NEMRA Region')*.
    - Any changes made here will only be applied to company profile.

***\*\*Updating affiliations on your company profile is crucial, as this has a huge impact on how others can find your company listing in our online directory.***

---

## 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 general information as well as company affiliations such as NEMRA region, territories covered<sup>(reps only)</sup>, Brands Represented<sup>(reps only)</sup>, 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](mailto:stodd@nemra.org).

Please contact [nemra@nemra.org](mailto:nemra@nemra.org) for questions and more information.

