

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

- 1. 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, please see *Editing an Organization Profile*.
- 2. Editing an Organization Profile (Company Profile & Company Branch Profiles) & 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 the company profile.

****Updating affiliations on your company profile is crucial, as those affiliations will be applied to your company's business listing in the online directory. This will impact on how others can find your company listing in our online directory, using affiliations filters to search for your company, and allows you to segment which territories are covered by all your different company locations.**

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, while on the portal homepage. Please reach out to [Jennifer Valler](#) for any discrepancies or issues regarding your existing relations on your organization profile.

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

1. Be sure you are logged-in as an admin user (main contact or editor) of company profile, and that you are viewing the company profile dashboard.
2. Click "*View and edit all*" under the 'Related Profiles' section of your profile dashboard tab in the blue menu bar above.
3. Click "*Add a profile*".
4. 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^(reps only), Brands Represented^(reps only), etc.
 - Click "*Save and close*" when done editing to make final.

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