

How to Add an Affiliate

Each employee at a member agency will have their individual log in to purchase and take courses. The Executive Director can set up employees or another current user can - whichever is more convenient. To set up an employee, the person with an account should sign in and go to their profile page ("Your Account"). On the left hand side, click on "My Associates"

POINTS OF CONTACT

My Profile	>
My Organization	>
My Associates	>
My Billing Information	>

Then click "Add an Affiliate"

My Associates

Membership Associate Information

To manage an existing associate's information, select their name from the "Review/Modify a Contact" dropdown menu. To add a new associate, select either "Add a Rep" or "Add an Affiliate" below.

Add a New Contact:

[Add an Affiliate](#)

Fill in the information on the person being added and assign them a username and password. We usually use email addresses as usernames, but that's not required. Then click "Save Changes" at the bottom. The new user can sign in right away.