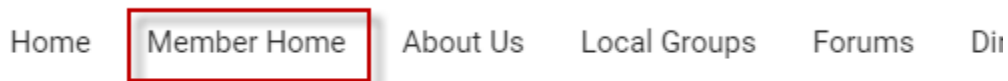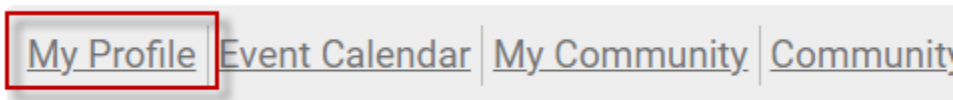# ADDING USERS TO YOUR ORGANIZATION

1. Log in to the website (sytelineusernetwork.com) as the key contact for the company.

2. This should take you to the Member Home Page. If not, select MEMBER HOME from the menu bar.
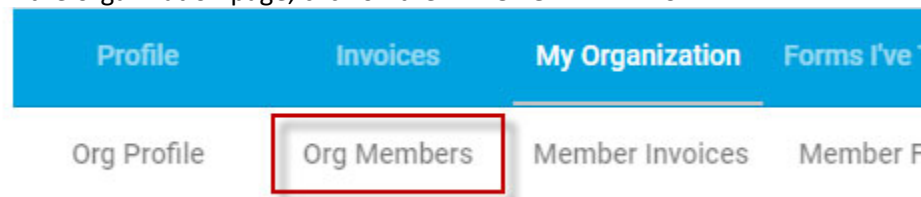

3. Click on MY PROFILE

4. For organization key contacts, you will have a link for MY ORGANIZATION. Click on this link.

5. On the organization page, click on the link ORG MEMBERS

6. Here, you will click CREATE LINKED PROFILE to add new members.

7. In the dialog window, enter the username, full name and email address for the new person.

Create Profiles

Username

> Username

Full Name

> First Name

> Last Name

Email

> Email

CANCEL   SAVE   SAVE AND ADD ANOTHER

8. Once complete, either click SAVE or if you need to add another person, click SAVE AND ADD ANOTHER.

9. The user will then need to go login and click RESET PASSWORD.

10. Once logged in, they can update any missing information on their profile.