

UPDATING USERS IN 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.

Home Member Home About Us Local Groups

3. Click on MY PROFILE

My Profile Event Calendar My Community Community

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

Profile Invoices My Organization Forms I've Taken

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

Profile	Invoices	My Organization	Forms I've
Org Profile	Org Members	Member Invoices	Member F

6. Here, you will see the existing members in your organization.

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7. If you need to update information for someone, hover over their name and select VIEW.



- 8. When viewing the profile, click EDIT PROFILE to modify necessary information.
- 9. If the person is no longer associated with your organization, click the UNLINK button.

Is Key Contact		
	VIEW	UNLINK