How to add members to your organization using the Member Portal

Primary Contacts for an organization can add members by following these steps:

- 1. Visit <u>https://collegeautismnetwork.org/</u>.
- 2. Navigate to Membership > Member Portal.
- 3. On the login screen, enter your email and password, then click **Login**.

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4. Choose to log in as your organization by selecting the radio button next to your organization's name, then click **Select Profile**.

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- 5. In the left-side navigation menu, select **Manage Profiles**.
- 6. Click Add New Associates to add new members to your organization.

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7. Enter the new member's name, title, and email, then click Add Associate.