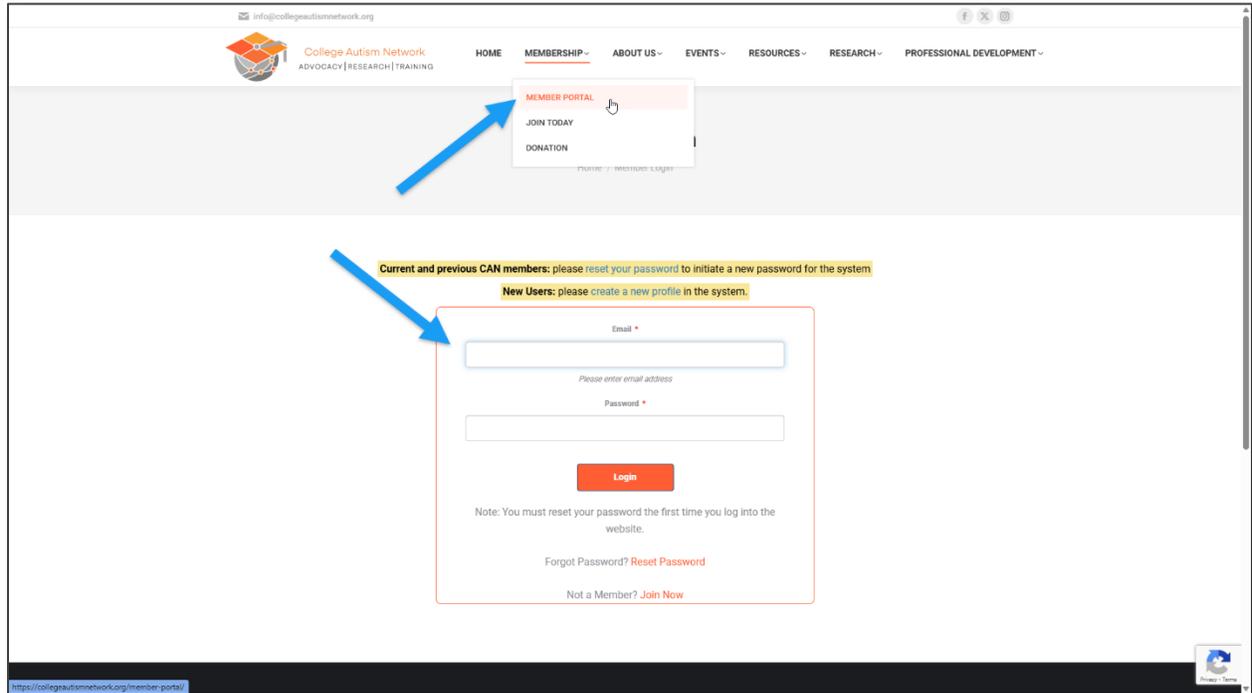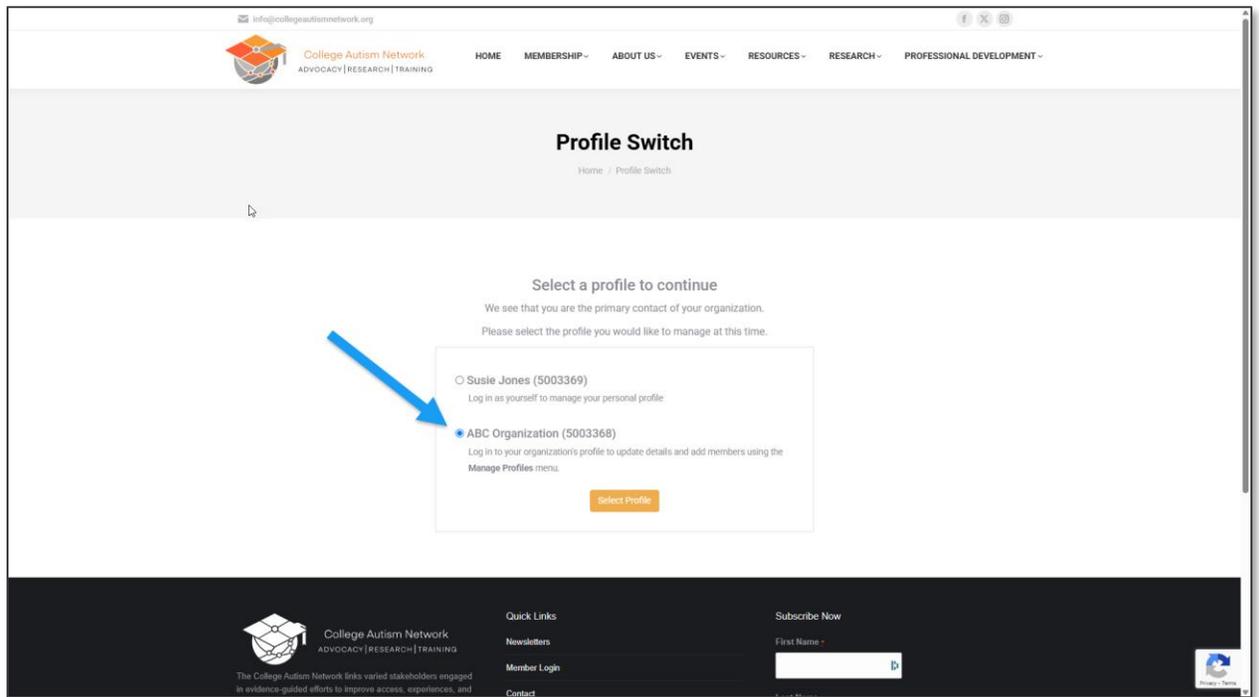# How to add members to your organization using the Member Portal

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

1. Visit https://collegeautismnetwork.org/.

2. Navigate to **Membership** > **Member Portal**.

3. On the login screen, enter your email and password, then click **Login**.

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

5. In the left-side navigation menu, select **Manage Profiles**.

6. Click **Add New Associates** to add new members to your organization.
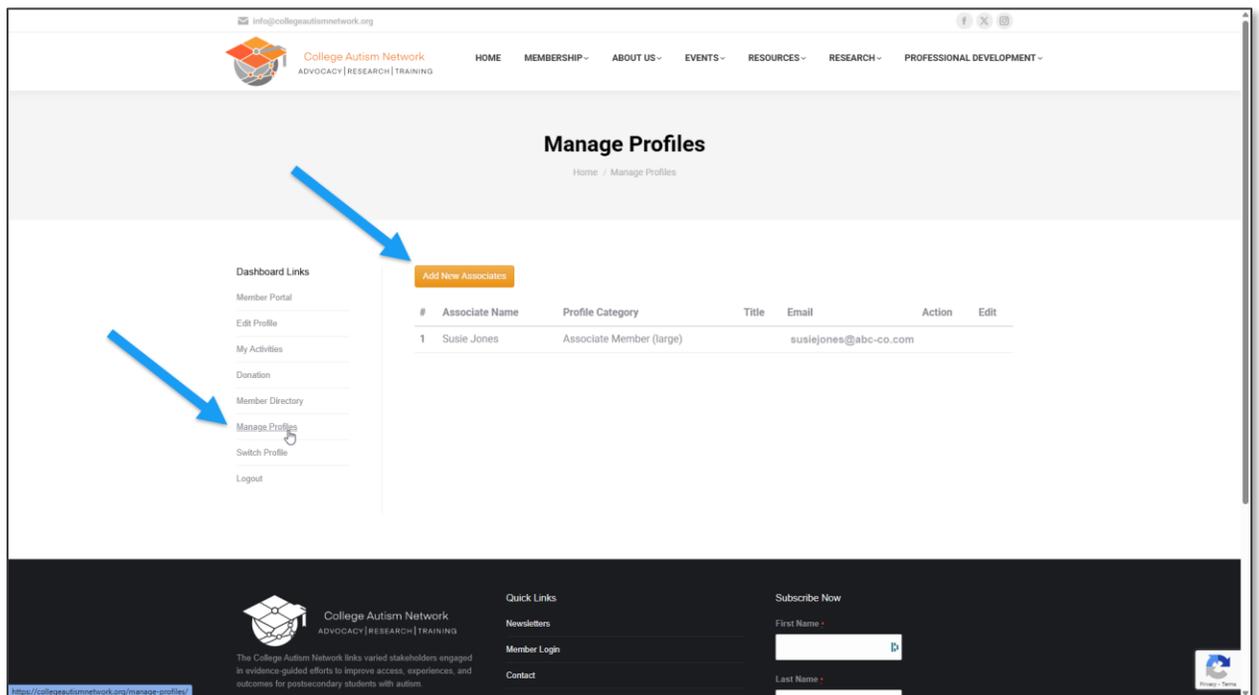
7. Enter the new member's name, title, and email, then click **Add Associate**.