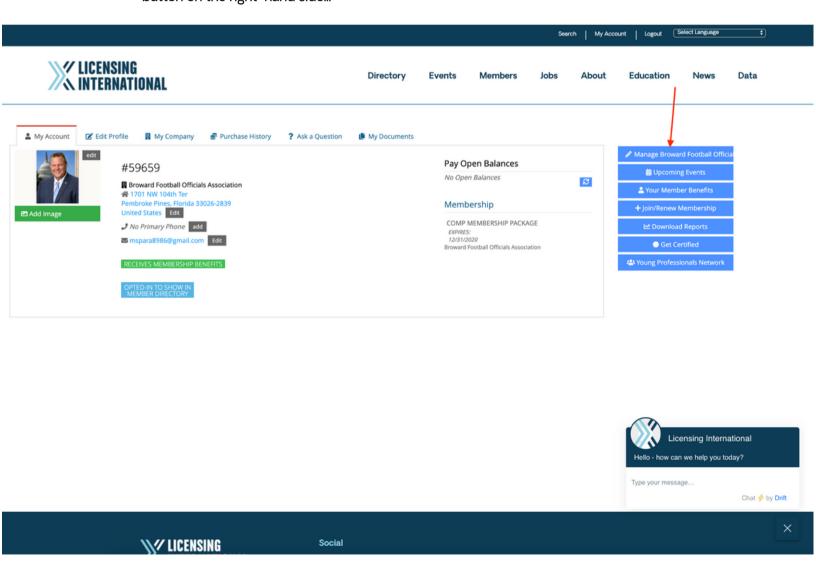
## How to Add / Remove Team Members in Your Organization Account

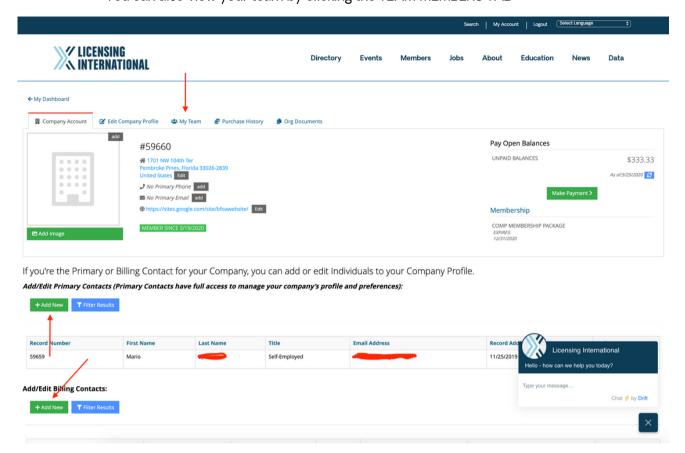


It is important to note that your Individual Account is separate from your Company or Organization's Account, although both can easily be edited from your Membership Dashboard.

1 Once you've logged in successfully, you will be taken to your Membership Dashboard, which will automatically display your Individual Profile information. From here you can you easily edit your COMPANY Information by clicking on the EDIT [Your Organization's Name] button on the right-hand side...



## Once you've clicked EDIT {Your Organization's Name} button - the page below will be your Organization Account. You'll be able to Add PRIMARY / BILLING / EMPLOYEE Contact types. You can also view your team by clicking the TEAM MEMBERS TAB



## Step 3 Within the TEAM MEMBERS TAB - you'll be able to also ADD PRIMARY / BILLING / EMPLOYEE Contact types to your Organization. You can also DELETE / END RELATIONSHIP with employees that have left your company.

