

Adding members to your Premium or Gold Membership

Log into your member profile on the ICHRIE website.

Select “my profile” and you will a page like the one below.

The screenshot shows the ICHRIE member profile page for Amie Grayson. At the top, there is a navigation bar with tabs: My Community, My Profile (highlighted with a red circle), Connections, My Features, and Inbox (showing 1 item). Below this is a sub-navigation bar with tabs: Profile, Invoices, My Organization, Forms I've Taken, and Email History. The main content area includes a profile picture of a sea turtle, the name Amie Grayson, and a link to 'Jump To Profile Details'. To the right, a box displays the Balance as \$0.00 and the Member Status as 'Your membership will expire at 11:59 PM EST on Dec 31, 2023', with a 'Renew Now' button. Below this, the 'About Me' section shows an 'Edit Profile' button and lists member details: Member Number 1825, Member Type Gold Premium Exclusive Member, Username webmaster@chrie.org, Contact Name Amie Grayson, and Full Name Amie Grayson. A 'Change Password' link is also visible.

Navigate to “My Organization” and then to “Org Members”.

Your members will be listed there. When you want to add another member, click “create linked profile” and add the requested information.

To remove a member, select “unlink”.

**Please note: there should only be ONE key contact for your account. This person will have access to make changes to your account.*

The screenshot shows the 'My Organization' page with the 'Org Members' tab selected (highlighted with a red circle). The page has a navigation bar with tabs: My Community, My Profile, Connections, My Features, and Inbox (showing 1 item). Below this is a sub-navigation bar with tabs: Profile, Invoices, My Organization (highlighted), Forms I've Taken, and Email History. Under the 'My Organization' tab, there are sub-tabs: Org Profile, Org Members (highlighted), Member Invoices, and Member Forms. A 'CREATE LINKED PROFILE' button is visible. Below this is a table of members with columns 'Contact Name' and 'Is Key Contact'. The table lists two members: A Grayson and Amie Grayson, both with 'Is Key Contact' toggle switches turned on. At the bottom, there is a pagination bar showing 'Items per page: 5' and '1 - 2 of 2'.