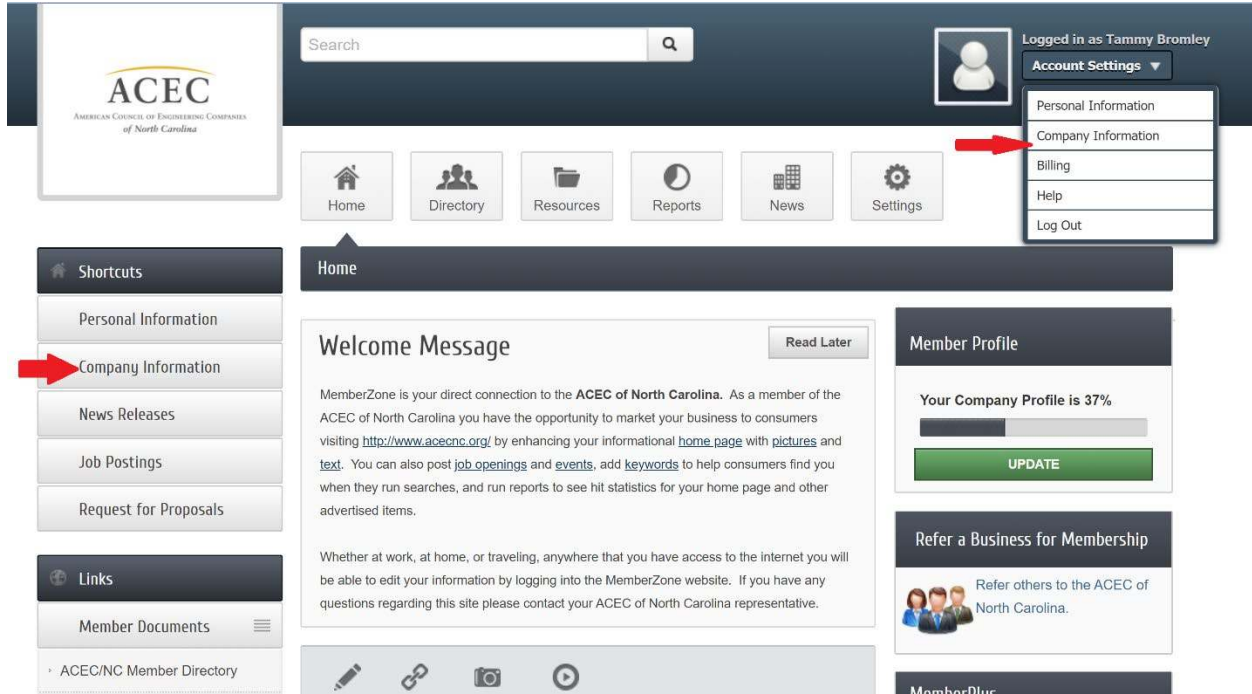
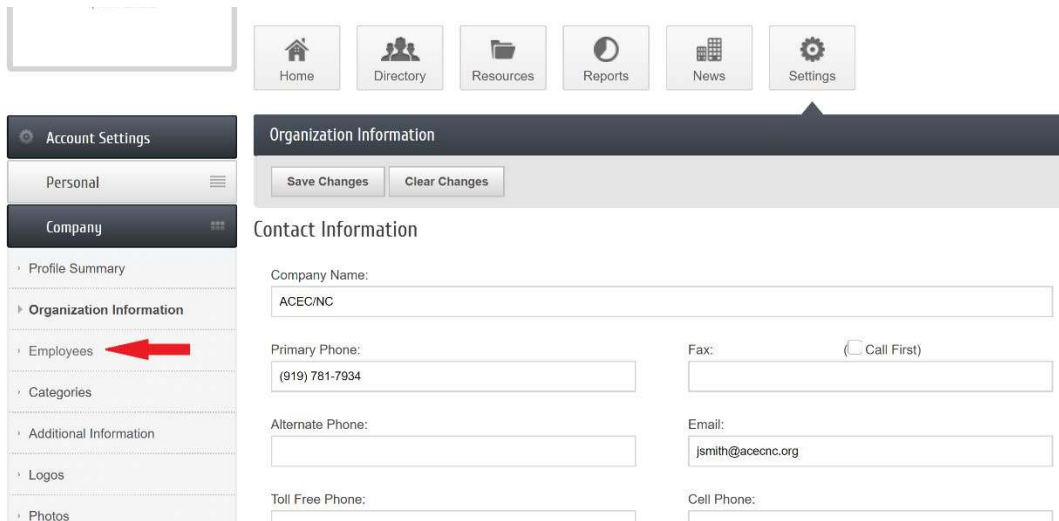


How to add a new user

Once you have logged into your account, select “Company Information” located either in the drop down box for Account Settings or in the left hand column.



Then select “Employees” in the left hand column.



On the next page, at the bottom of the page, select “Add Employee/Rep”

ACEC
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of North Carolina

Search

Logged in as Tammy Bromley
Account Settings

Home Directory Resources Reports News Settings

Account Settings
Personal
Company

Employees

No billing representative has been assigned.

Employees (6)

<input type="checkbox"/> Rep Name	Title	Primary	Phone	Email
<input type="checkbox"/> [not set]	***system administration account***	No		[not set]
<input type="checkbox"/> Tammy Bromley		No	9197817934	TBromley@acecnc.org
<input type="checkbox"/> Fred Burchett		No	9197817934	fburchett@acecnc.org
<input type="checkbox"/> Jessica Hartong	Event and Meeting Planner	No	(919) 781-7934	jhartong@acecnc.org
<input type="checkbox"/> Meredith Houston	Member Services	No	(919) 781-7934	mhouston@acecnc.org
<input type="checkbox"/> James Smith	Executive Director	Yes	(919) 781-7934	jsmith@acecnc.org

Deactivate Selected Reps Add Employee/Rep

Fill in the information for the user, check the box at the bottom of page allowing them to create login information and save.

Login Access

Email an invitation to this employee/representative, allowing them to create a username and password for access to this site.
(requires a valid email address to be entered)
