

How to Add Staff to Your Organization Via the MIC

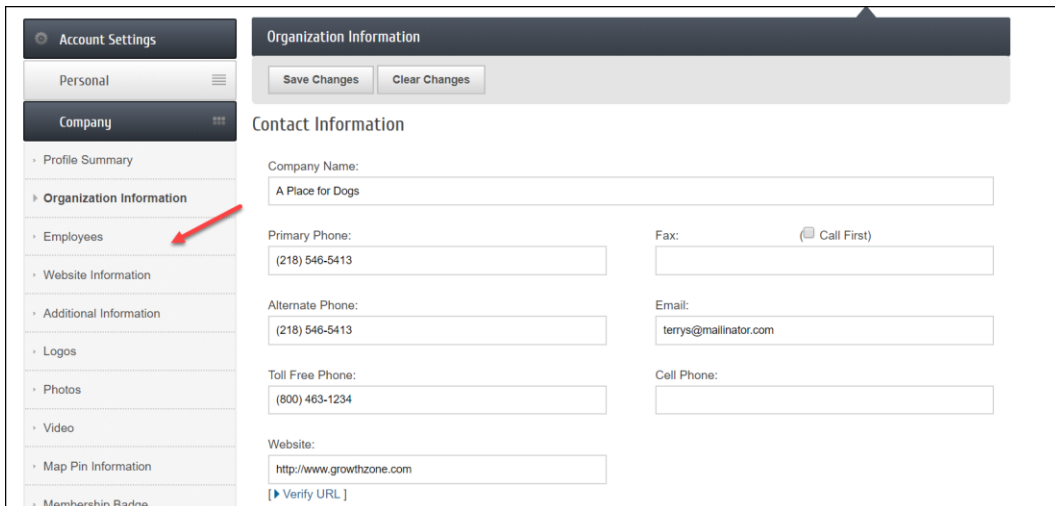
You can easily keep your staff list updated via the Member Information Center.

View Reps that are Active with Your Chamber/Association

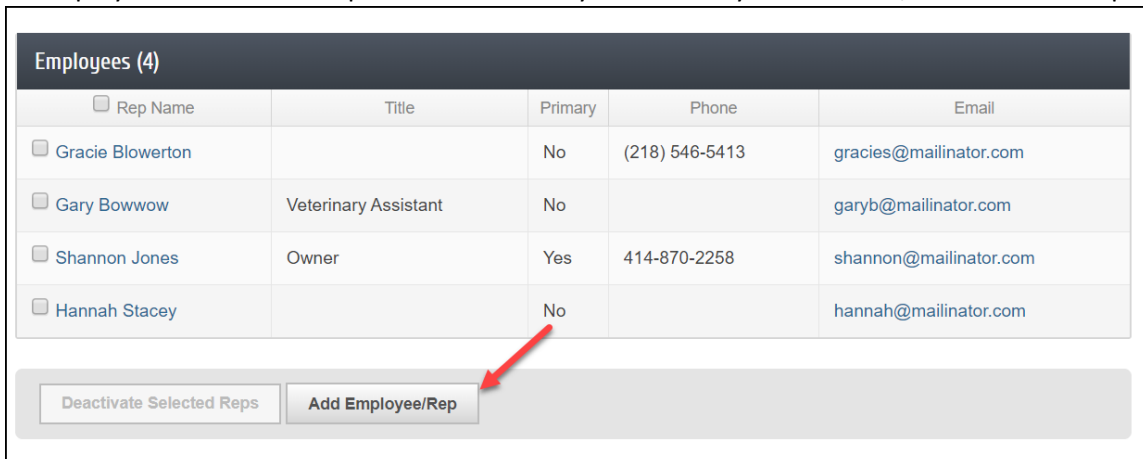
1. Access the MIC
2. In the left-hand navigation panel, select Company Information
3. Select Employees. A list of the reps that are currently active with your chamber/association is displayed.

Add Reps to Your Organization

1. Access the MIC
2. In the left-hand navigation panel, select Company Information



3. Select Employees. A list of the reps that are currently active with your chamber/association is displayed.



<input type="checkbox"/> Rep Name	Title	Primary	Phone	Email
<input type="checkbox"/> Gracie Blowerton		No	(218) 546-5413	gracies@mailinator.com
<input type="checkbox"/> Gary Bowwow	Veterinary Assistant	No		garyb@mailinator.com
<input type="checkbox"/> Shannon Jones	Owner	Yes	414-870-2258	shannon@mailinator.com
<input type="checkbox"/> Hannah Stacey		No		hannah@mailinator.com

Deactivate Selected Reps **Add Employee/Rep**

4. Click the **Add Employee/Rep**.

5. Enter desired information. Required fields are First Name & Last Name. Your organization information is automatically populated. We recommend that you update the email address.
6. It is recommended that you send an email invitation to the new staff member, so that they can setup access to the MIC.

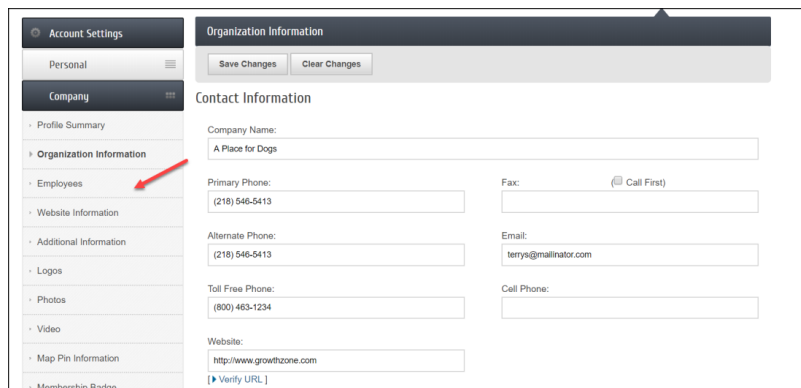
Login Access

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)

7. Click **Save Employee/Rep**.

Deactivate Reps From Your Organization

1. Access the **MIC**
2. In the left-hand navigation panel, select **Company Information**.



Organization Information

Save Changes Clear Changes

Contact Information

Company Name:
A Place for Dogs

Primary Phone:
(218) 546-5413

Alternate Phone:
(218) 546-5413

Toll Free Phone:
(800) 463-1234

Website:
http://www.growthzone.com

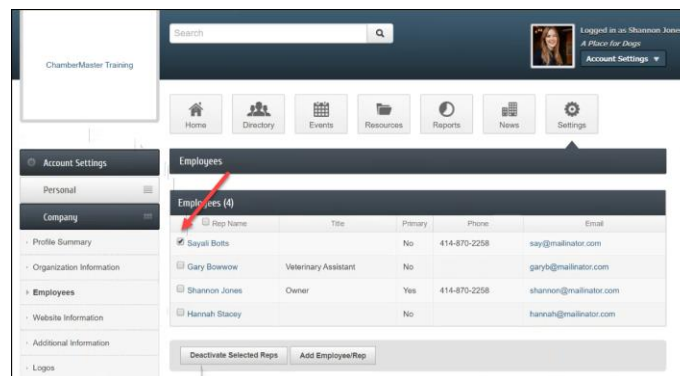
Fax:

Email:
terry@mallinator.com

Cell Phone:

[Verify URL](#)

3. Select **Employees**. A list of the reps that are currently active with your chamber/association is displayed.



Employees

Employees (4)

Rep Name	Title	Primary	Phone	Email
<input checked="" type="checkbox"/> Sayall Bots		No	414-870-2258	say@mallinator.com
<input type="checkbox"/> Gary Borewove	Veterinary Assistant	No		garyh@mallinator.com
<input type="checkbox"/> Shannon Jones	Owner	Yes	414-870-2258	shannon@mallinator.com
<input type="checkbox"/> Hannah Slacey		No		hannah@mallinator.com

4. Select the check-box next to the employee(s) you wish to de-activate.
5. Click **Deactivate Selected Reps**.
6. Click **OK**.