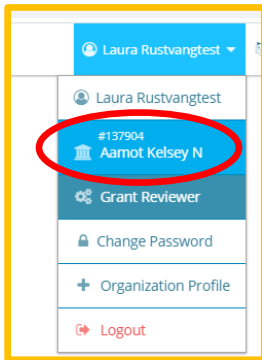
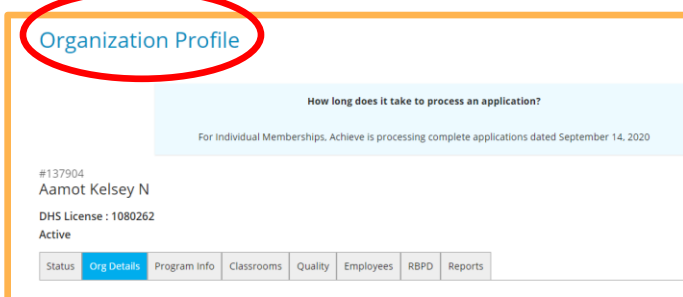


INVITING MEMBERS

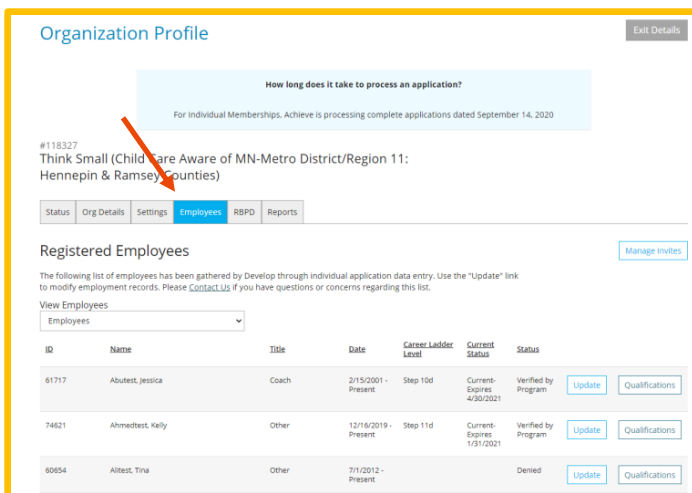
1. Log into your **Develop Individual Profile** with your email address and password.
2. Select the **Organization Profile** from the drop down menu options.



3. After selecting the organization, you will land on the "**Organization Profile**" page.

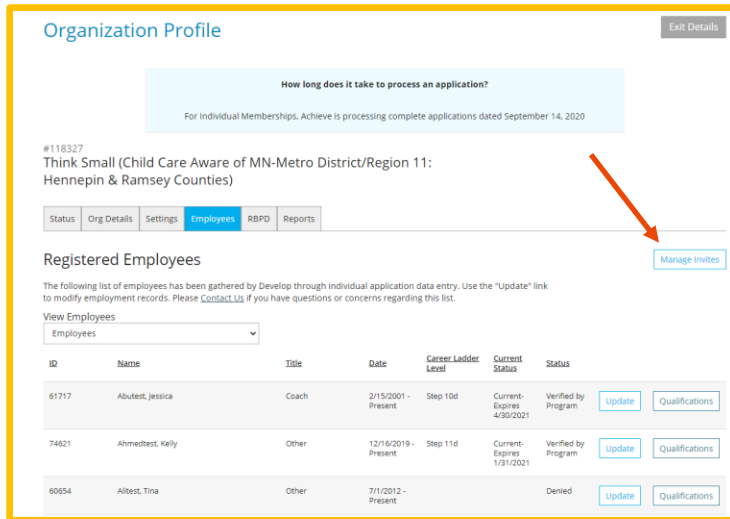


4. Select the "**Employees**" tab - selecting this tab will reveal a list of registered employees.

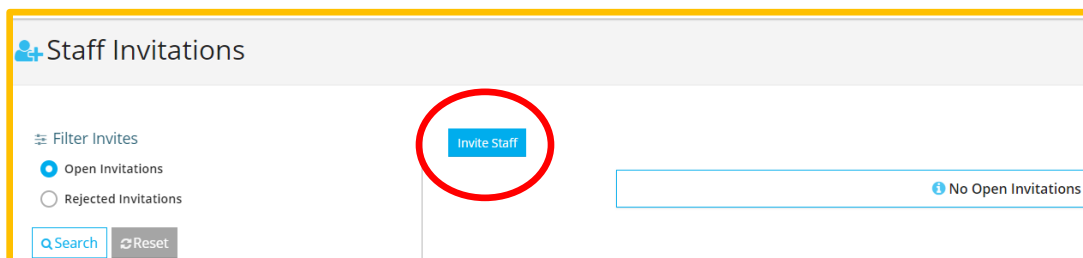


Develop – Inviting Members

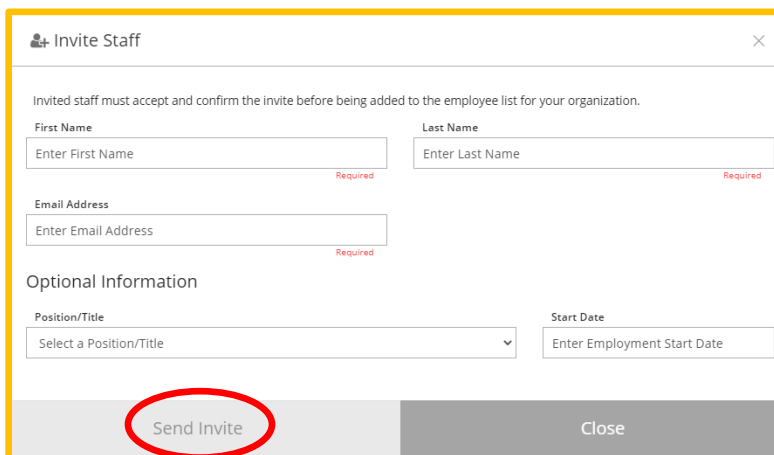
- To invite others to the organization’s profile, select the **“Manage Invites”** tab.



- Once that tab has been selected, you will be routed to the **“Staff Invitations”** screen. From this screen, select the **“Invite Staff”** tab.



- The invitation screen will be revealed. Complete the required fields. Select the individual’s position/title. Enter individual’s start date. Once all information has been entered, select **“Send Invite”**.



Develop – Inviting Members

8. You have now invited an individual to access the organization's profile.

Invite Staff [Close]

Invited staff must accept and confirm the invite before being added to the employee list for your organization.

First Name: Last Name:

Email Address:

Optional Information

Position/Title: Start Date:

Send Invite Close

9. The invited member will receive an email asking them to **“accept”** or **“deny”** the invitation request.