

## Steps to renewing your Organization's Membership:

Log In:

- You will need your email address and password.
- If you do not know your password, please contact Jenn at our office at 414-431-8193 or via email at [wemsa@wisconsinems.com](mailto:wemsa@wisconsinems.com).

Once logged in:

1. Go to my profile and click the icon. Scroll down to the Organization and click the highlighted link that is your organization name. You will be redirected to your organizations profile.
2. The first step is to update your organizations profile by clicking on the **Profile** tab.
  - a. To make the necessary changes click the edit button to the right.
  - b. Please update all information including the email address and phone number.
  - c. The email address must be unique. An organization and its members may not share the same email address.
  - d. Once changes are made, please be sure to click the save button.
3. The second step is to upload your organization's logo by clicking the **Profile Picture** tab from the organization main page.
  - a. By clicking on the organization logo box in grey you will be prompted to upload your logo from your files.
  - b. Please note logo size limitations are outlined above logo drop box. (Uploaded images will automatically be resized to 120px by 120px with a smaller, companion thumbnail of 64px by 64px).
  - c. Once the photo is uploaded be sure to click save.
4. The third step is to click the **Contact Preferences** tab from the main profile page.
  - a. Review the account preferences.
  - b. **Turn on** the mailing list preference to receive newsletters, announcements and updates from this organization.
  - c. Under the social community emails, be sure to **Turn On** the emails you wish to receive.
5. Optional tabs
  - a. **Message History** tab which houses all messages sent to your email
  - b. **Invoices** tab with allows you to review paid and unpaid invoices,
  - c. **Submissions** tab which allows you to review forms you have submitted for a specific event you wish to attend.
6. The next step in renewing your organizations membership
  - a. Click the **Individual profiles** tab. Here you will be able to manage your roster for the new membership period.

- b. To remove a member from your roster simply click the hyperlink labeled unlink to the right of their name.
  - c. To add a new member to your roster simply click the tab marked **Create Linked Profile** at the top of the roster to the left.
    - i. Please fill in the information requested.
    - ii. The username will be the individuals email address, first and last name
    - iii. Re-enter their email address again in the area marked email address.
    - iv. Click the save button so that they are saved to your roster.
    - v. Go back into your roster and find the new person you just added.
    - vi. Click the hyperlink with their name and enter their profile. Here you must update their personal information.
    - vii. Scroll down and click the edit button to update their mailing address, phone number and professional title.
    - viii. To save the new information simply click the save button.
7. To return to your roster
- a. Hover over the **My Profile** button at the top
  - b. Click the tab marked **Your organization**. You will be redirected back to your organization profile.
  - c. Click the tab that says **Individual Profile** to finish updating your roster.  
**(Hint: Be sure to indicate your primary contact or key contact by clicking the on button next to their name.)**
8. Once your roster has been updated completely
- a. Under the organization profile click the **Invoices** tab.
  - b. Select the current open invoice for your renewal.
  - c. Follow the prompts to make your payment.

Please feel free to contact our office with questions at 414-431-8193 or email us at [wemsa@wisconsinems.com](mailto:wemsa@wisconsinems.com).