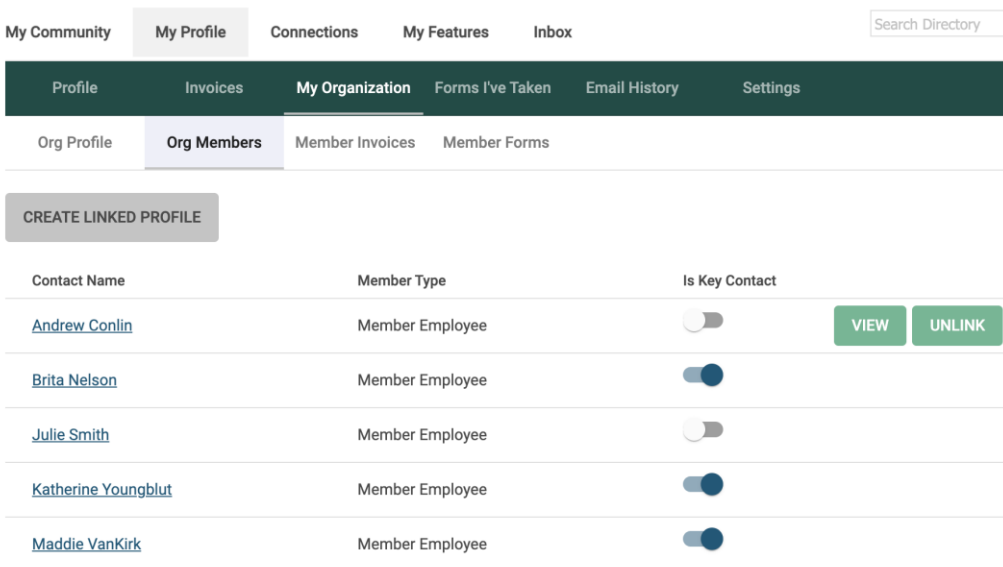


How to View & Edit Organizational Data

1. First, [login](#) to your IACP profile. Click “My Profile”
2. **View / Pay Invoices**
 - a. Individual invoices: Click “Invoices”, then click the three dots to the right of the invoice to view or pay.
 - b. All organization invoices: Click “My Organization”, then “Member Invoices”, then click the three dots to the right of the invoice to view or pay.
3. **View Message History**
 - a. Click “My profile”, then “Email History”
4. **Edit Your Profile Data**
 - a. Click “Profile”, then “Edit Profile”
5. **Add a profile for colleagues from your organization.**
 - a. Upon logging in, click “My Profile”, then “My Organization”, then “Org Members”.
 - i. Add employees (Create Linked Profile using employee emails as usernames)
 - ii. Remove (unlink) any profiles
 - iii. Register others for events



My Community | **My Profile** | Connections | My Features | Inbox

Search Directory

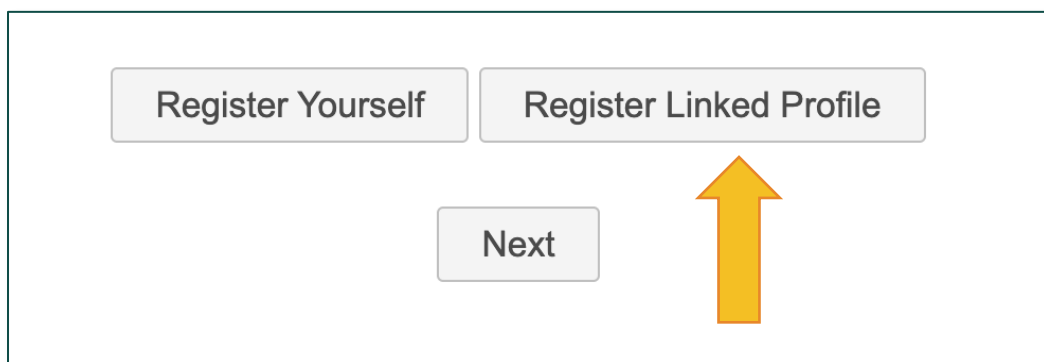
Profile | Invoices | **My Organization** | Forms I've Taken | Email History | Settings

Org Profile | **Org Members** | Member Invoices | Member Forms

CREATE LINKED PROFILE

Contact Name	Member Type	Is Key Contact	
Andrew Conlin	Member Employee	<input type="checkbox"/>	<button>VIEW</button> <button>UNLINK</button>
Brita Nelson	Member Employee	<input checked="" type="checkbox"/>	
Julie Smith	Member Employee	<input type="checkbox"/>	
Katherine Youngblut	Member Employee	<input checked="" type="checkbox"/>	
Maddie VanKirk	Member Employee	<input checked="" type="checkbox"/>	

6. If you are a Key Contact, you will be able to **Register Others** for an event
 - a. New staff members must have an IACP profile in order to be registered. As a Key Contact for your organization – within registration in an event, you will see an additional button “Register Linked Profile”. Click this button to get a popup with a dropdown list of the staff connected to your organization.



Contact [our team](#) with any questions!

