

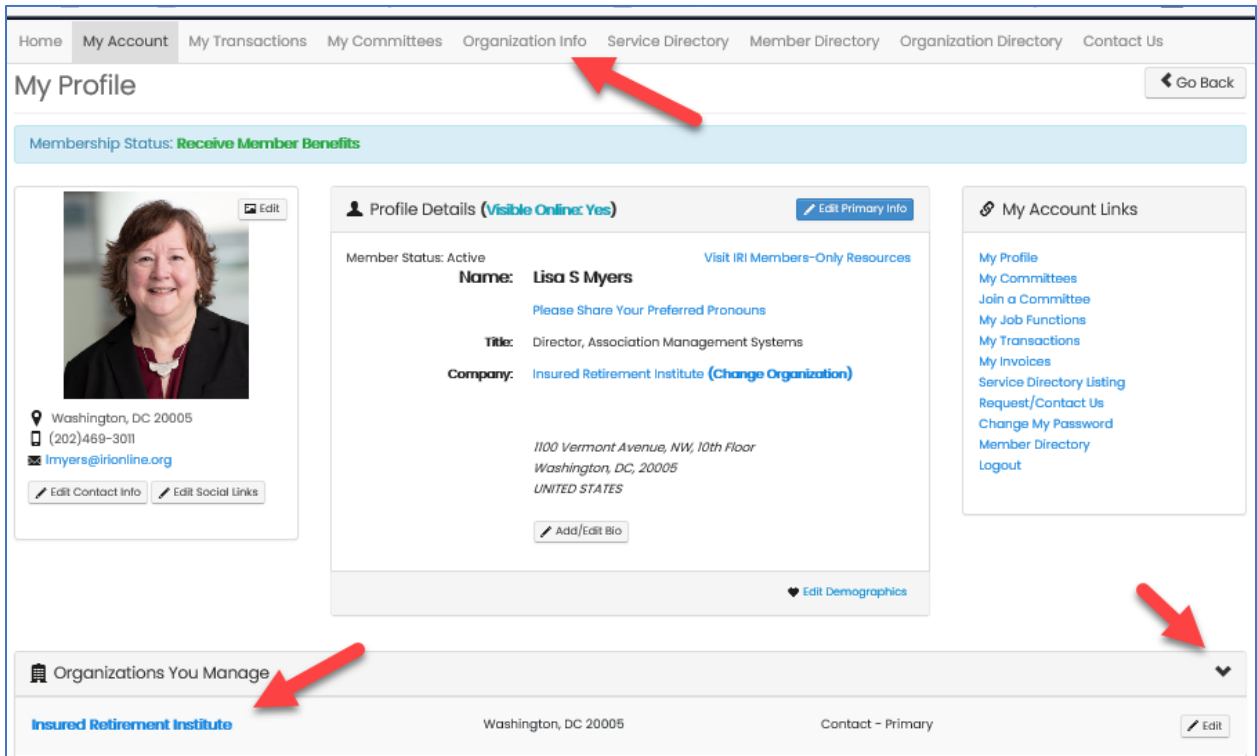


Primary, Billing, and Administrative/Records Keeping contact all have access to organizational information via the account portal.

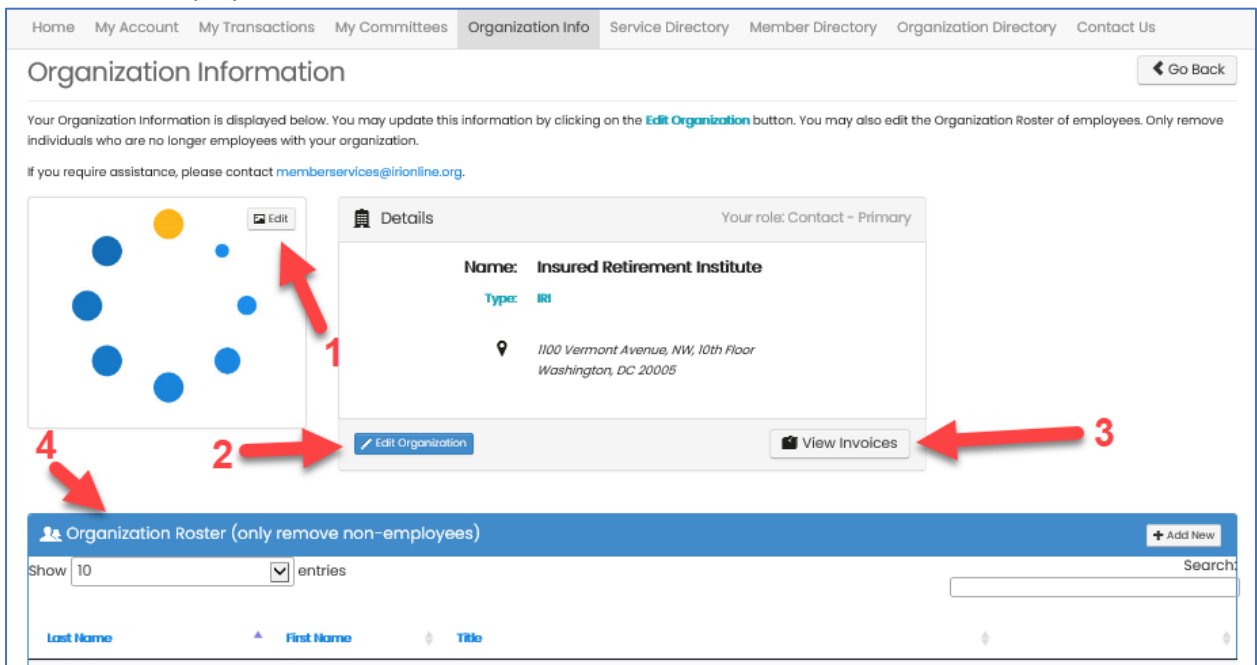
- 1) Log into [your account](#) by entering your email address and password and clicking the Login button.

A screenshot of the 'Sign In or Create an Account' page. The page title is 'Sign In or Create an Account'. Below the title, there is a paragraph: 'Please sign in or create a new user account. If your login information is displayed below, then you are already logged in. If you have problems logging in, please contact [memberservices@irionline.org](mailto:memberservices@irionline.org).' Below this paragraph are three links: 'How to Log into Your Account', 'How to Create an Account', and 'Members: How to Join a Committee'. The main content is a 'Login' form with the following fields: 'Email:' with the value 'someone@example.com', 'Password:' with the value 'Password', and a 'Remember me' checkbox. Below the checkbox is the text 'Uncheck if on a public computer'. At the bottom of the form is a blue 'Login' button. A red arrow points from the left towards the 'Login' button. At the bottom of the page, there is a footer: 'Page 1 of 1 21 words 111 Text Predictions: On Accessibility: Investigate'.

- 2) Click on the **Organization Info** in the top nav bar or on the name of your organization under the **Organizations You Manage** at the bottom of the page (click on the down arrow to list the organizations).



- 3) On the Organization Information page you can 1) add or edit your company's logo, 2) Edit the organization's address and other contact information, 3) List invoices and print invoices, 4) View and edit the employee roster.



- 4) To add or edit a logo, click on the Edit button to launch this popup form. 1) browse to find the image file on your computer, 2) if you have already uploaded an image and wish to replace it, click the Delete Uploaded Image button, 3) if you've browsed an image you wish to upload, then click Upload Image.



- 5) You can edit, delete, and add individuals under the Organization Roster. 1) You can add information regarding an employee including their title, email, phone, address. 2) You can delete employees who have left the company. 3) You can add new employees to the company roster.

