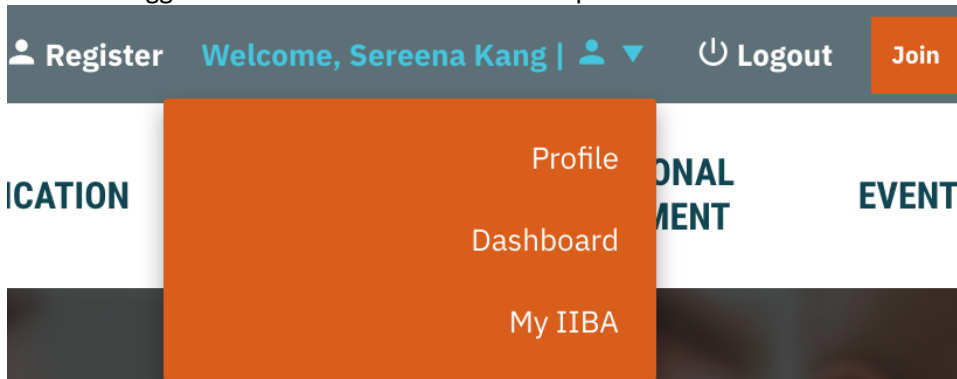


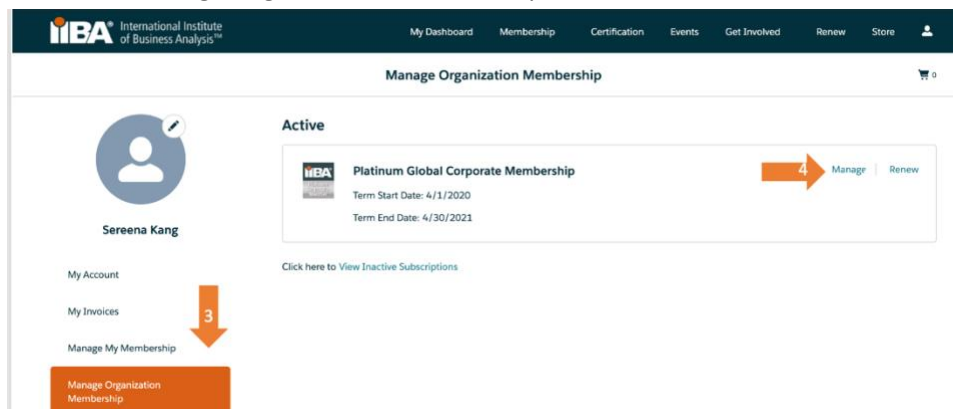
Manage Organization Membership

Kindly follow the instructions below to assign and remove member benefits as a part of your Global Corporate Program membership seats. This feature is only available for our primary and secondary point of contacts that are IIBA Corporate Members.

1. Log in using your credentials at: <https://www.iiba.org/>
2. Once logged in select “Profile” from the drop down menu



3. Click “Manage Organization Membership” on the left-hand side



4. Click “Manage”

5. Click “Members”, and ensure term showcases the correct year
6. Make changes to your membership
 - To **Assign** a Membership, ensure there is a checkmark
 - To **Remove** a Membership, ensure there is no checkmark
 - To **Add** a New Contact, click on the “Add Member” button and fill in the required fields then click “done”.

Add Member ✕

First Name

*** Last Name**

Primary Email

Jon Buttriss jon@buttriss.com



Cancel
Done

Organization Roster

This form enables organization administrators to manage contacts related to their account. To remove a related contact, kindly follow the instructions below:

1. Log in using your credentials at: <https://www.iiba.org/>
2. Once logged in select “Profile” from the drop down menu
3. Click “Organization Roster” on the left-hand side
4. Click on the pencil icon

Contacts

<input type="button" value="Close"/>	<input type="button" value="Scroll to Submit"/>
First Name	 
Last Name	
Email	

5. Update the Contact Status to Inactive
*Note if an individual is still active as a part of your complimentary memberships they will not be removed and still appear on the company roster.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Contact Relationship Status ⓘ	<input type="text" value="Inactive"/>
	<input type="button" value="Edit Entry"/>

6. Click “Edit Entry”
 7. Scroll to the bottom and Click “Submit”
-

All Organization Memberships

All Organization memberships enables company administrators to view their employees membership status. Only individuals that have entered the unique Organization ID will appear.

1. Log in using your credentials at: <https://www.iiba.org/>
2. Once logged in select "Profile" from the drop down menu
3. Click "All Organization Memberships" on the left-hand side

Sereena Kang

- My Account
- My Invoices
- Manage My Membership
- Manage Organization Membership
- Join Organization Membership
- My Address
- My Downloads
- Organization Invoices
- All Organization Membership**

Memberships Information

Memberships Type	Memberships Owner	Activated Date	Paid through Date	Memberships Status	Assignments Allowed	Active Assignments
Individual Membership		2017-09-05	2020-08-31	Active	0	0
Individual Membership		2019-08-01	2020-08-31	Active	0	0
Corporate Membership		2020-05-14	2021-05-13	Active	0	0
Corporate Membership		2020-04-16	2020-05-05	Expired	0	0
Gold Global Corporate Program		2020-04-16	2021-04-30	Active	30	30