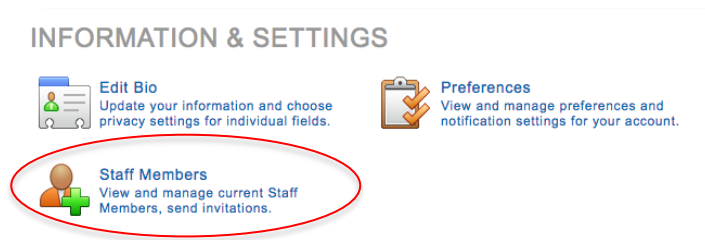


## You are the **Primary Contact** for Your Organization on the new ECFC Member Platform.

*THAT MEANS THAT YOU HAVE ADDITIONAL RIGHTS AND RESPONSIBILITIES WHICH CAN BE MANAGED BY CLICKING ON THE **MANAGE PROFILE LINK** WHEN YOU LOG INTO ECFC.ORG.*

### Information and Settings - Invite New Members

As the **Primary Contact**, you have the ability to manage which of your work associates are registered to use ecfc.org.

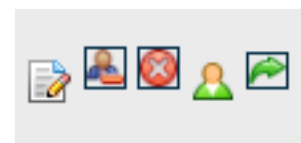


On your **Manage Profile** page, click on **Staff Members**. This will take you to a page called **My Staff** where you can **invite a new staff member to register** by copying and pasting the **Members Direct Link** into an email that you send to your associate. When they click on the link they will be taken to a page on ecfc.org that will allow them to register to use the site.

If you need to invite several associates to join the site, enter their emails in the **Invite New Member Box**. They will receive an email with a link inviting them to join the site.

### Information and Settings - Manage Staff

The **My Staff** page also lists the names of all of your organization's staff members who are currently registered on the site. Here you can edit bio information, remove a person who is no longer associated with your organization (detach), or temporarily prevent an associate from logging onto the site (suspend).




**IMPORTANT:** Most ECFC Membership Types limit the number of staff members that can be registered by member organizations. If you do not see the links to invite new staff, your organization has met, or exceeded, its seats maximum. To add additional staff, you will need to free up seats by detaching associates who are no longer with your organization or contact ECFC staff to upgrade your membership. You can find the number of eligible and available seats near the top of the gray box on the My Staff page.


## Invoicing, Payments and History

As the **Primary Contact**, you will also have the ability to **view, print and pay invoices** that have been marked "Bill the Master Account," including the Annual Dues invoice. You will know when an invoice has been posted to the Master Account when you see this.

### INVOICING, PAYMENTS & HISTORY





**Invoices**  
View, print and pay your invoices.



**Membership**  
View your membership status and view membership renewal options.

Click on the icon to view and print the invoice(s) or pay securely online using a credit card.

Dues							
<input type="checkbox"/>	Order Date	Status	Name on Invoice	Invoice Type	Total	Balance	
<input type="checkbox"/>	  8/31/2018	Open	Jane Doe	Membership Dues	\$6,050.00	\$6,050.00	

**PAY SELECTED INVOICES**