

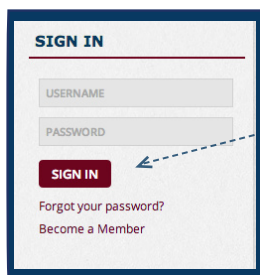
NALBOH

National Association of Local Boards of Health

If you are the primary account holder for your Board of Health, you have the ability to link Board of Health members to your main Board of Health profile. You can send them a link via email that will prompt each member to create their own online account. This is a great way to get your Board of Health members involved with NALBOH.

Once your BOH members create their own profile, they will have access to member only benefits such as the member directory and any other member only pages. Follow the instructions below to learn how to send out this unique link to your staff.

The primary account holder for each Board of Health has the ability to add or delete staff at any time. Please make sure to check your staff list every so often to keep your listing up to date.



Sign into your online account. On the home page you'll find the sign in near the top of the website. On all other pages it will be located on the top right hand side of the page.



After signing into your account click on **Manage Profile** and then click on **Staff**.

Adding your staff (BOH) members not only shows the list of members on your BOH profile page but also allows each BOH member to have a profile of their own to sign in, view member only content and connect with other NALBOH members.

1. You can add BOH members yourself by clicking on **Create Staff**. This will log you out of your online account and allow you to create an account for your BOH members.

2. You can also choose to send your members the link found in your Board of Health profile. Copy and past this link into an email to send to your members. This is a simple option for allowing your BOH members to create their own profiles and will link all members to your Board of Health's online profile.

