How does a Corporate Member account invite sub-accounts?

Step 1: Login
The master account will login to their profile and access the manage profile page.

Step 2: Sub-account Management Page
Underneath the "Information & Settings" section there is a "Sub-accounts" icon that members can click on. This will direct masters to the invitation page where they can invite others directly or create new sub-accounts on their employee’s behalf.

Step 3: Invite/ Create Sub-accounts
The master account can either send a direct link to their "employees/ sub-accounts" or insert their email address in the box provided for an invite. They will see the available amount of employees that can be invited underneath the organization account.
• The first option the master will see is the choice to create the new employee’s account on their behalf. A master account will be prompted to log out first before creating the sub-account. Then the system will allow the master to go through the sub-account registration process.

• The second method is sending a direct link with a personalized message to the employee to fill out their own profile as a sub-account outside of the website. This will require a master to send the message outside of the software.

• The last option is to use the system’s generic email notification to invite employees to become sub-accounts. Masters can enter up to 49 recipient’s emails per message.

**Step 4: Sub-account Registration Process**
The sub-account will have to go through the registration process with the link included in the email to become an actual member. Once the registration is completed, the master may have to approve them (depending on the sub-account member type setting).

**Step 5: Managing Sub-accounts**
The sub-account is now attached to the master account and can be managed by the master. There are features available to export data, edit their profile information, detach accounts, suspend accounts, view account information, or sign-in as the member.