

How do I create a Sub-Account?

Except for Individual, Emeritus and Student memberships, all AJPA membership accounts have a main contact that has the capability of adding, removing, editing, and managing additional sub-accounts. **The main contact is the only person who can add sub-accounts.** Please contact AJPA headquarters at 480-403-4602 if you are unsure of whom the main contact is for your membership account.

To add a sub-account, log into the **main** account holder's membership account and click **Manage Profile** from the top navigation menu that appears after logging in.



Under the **Information & Settings** section, click **Sub-accounts**.

Information & Settings



Edit Bio

Update your information and choose privacy settings for individual fields.



Preferences

View and manage preferences and notification settings for your account.



Sub-accounts

View and manage current Sub-accounts, send invitations.

For security verification, verify your password and click **Submit**.

Password Verification Required

You must verify your password to continue.

Password

Submit



Forgot your password?

[Click here.](#)

You will then be directed to the **My Sub-accounts** page where you can edit and manage all sub-accounts.

At the top of the My Sub-accounts page, there will be a description of how many seats/memberships you have used and how many are still available.

My Sub-accounts

 Named Members Sign-in Report

Cathy Herring currently has 20 seats, 20 of which are available.

[Activate all available seats](#)

You can create Named Members by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

[Create Named Members](#)

Your Named Members Direct Link ([get a new public key](#))

http://www.ajpa.org/general/register_start.asp?regkey=9BD6047A-F7FF-4D11-AA44-E9553C25BA9B

Your Named Members direct link may be provided to potential Named Members by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click [get a new public key](#) link above.

Invite New Members

You may enter the email address of up to 20 recipient(s), either comma or semi-colon separated or one address per line.

You can add a new member one of three ways:

1. Click the **Create Sub-accounts** link seen at the top of the page. This will take you to a page where you create their username and passwords, and then you will be redirected to a membership application page, where you can enter all the new members information.
2. You can email the new member the **Sub-Account Direct Link**. This will enable them to fill out their own membership application, and once the application is complete the new member will be listed on your My Sub-accounts page.
3. Under **Invite New Members**, you can enter the email address or email addresses of the employee(s) you want to invite to join your membership group. Press **Send Invite** and they will receive an email with a link that will enable them to fill out their own membership application, and once the application is complete the new member will be listed on your My Sub-accounts page.

If you need to edit a current sub-account, please scroll to the next page.

To Edit Current Sub-Accounts:

All of your current sub-accounts can be seen on the bottom of the **My Sub-accounts** page.

Options	Member Name / Organization	Account Status	Last Modified
    	Test Testing KCA	Enabled	1 minute ago

Here, you can edit and manage all sub-accounts by clicking on the following buttons:



- This button will enable you to edit the profile information of the sub-account member.



- This button detaches a member from the main account but keeps their membership history in tact so that they may rejoin as an AJPA member on their own should they choose. **If you no longer wish to have a member attached to your account as a sub-account, please use this option.**



- This button enables you to suspend a member, removing their access to their membership profile and member only sections of the website, **but still keeps them linked to your account and occupy one of your allotted sub-accounts.** If you no longer wish to have a member attached to your account as a sub-account, please use the button option above.



- This button gives you a snapshot of the member's profile. You cannot edit their information when you use this button, you can only view their information



- This button allows you to log in as the member, meaning you can register them for conferences, pay any outstanding invoices, see the website as they see it etc.