

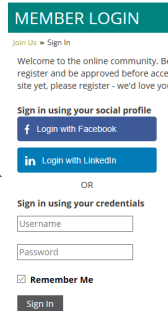
# AmericanHort: Steps to Updating the Company Roster

*For your convenience, here is a step-by-step guide for updating your company roster.*

1. Start by logging in using your company username and password

- a. You can get to the login page by using the “**sign in**” button at the top of **AmericanHort.org**, or by going to **AmericanHort.org/MyHort**.

Both Places will take you to a page that looks like this.

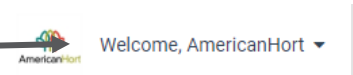


ms Advocacy Resources Research About Join Us

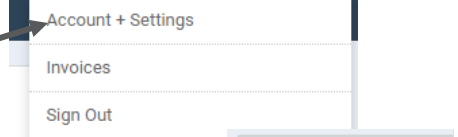
**Unsure of your company username?**

We are always happy to help!  
Feel free to give us a call at  
614-487-1117 or email us at  
Hello@AmericanHort.org

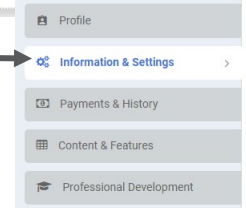
2. Once logged into the company account, you should see the company name in the top right corner.



3. Click on the company name and select “Account + Settings”.



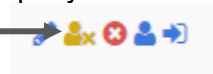
4. Next, select the “Information & Settings” tab on the left side of the screen.



5. Lastly, click on “Roster” near the top.

6. Scroll down to the bottom of the page to view the people currently listed on the company roster.

- a. You can remove people by clicking on the yellow person with an “x”



7. To add new employees any one of the three ways listed below:

- a. You can put up to 50 email addresses at a time in the box above the employee roster list for an email to be generated asking them to create a profile

- b. You can copy the link under “Your Roster Direct Link” and email that link out to company employees using your email.

Your Roster Direct Link (get a new public key)

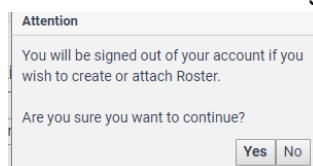
[https://www.americanhort.org/general/register\\_start.a](https://www.americanhort.org/general/register_start.a)

- c. You can create the profiles 1-by-1 for your employees by clicking “Create Roster” near the top of the page.

You can create Roster by completing the aware that the process will automaticall

**Create Roster**

- i. you will then be notified that you are being signed out of your profile. To Continue using this method, click “yes”.



Your Roster Direct Link (get a new public key)