How to add and remove employees from your BOMA Seattle King County Master Account

This document will walk you through the processes of adding and removing your employees from your BOMA Seattle King County Master Company Account. BOMA Seattle King County has one primary contact listed for each of our member companies. The primary contact is the person we reach out to for dues invoicing, and they are the only person with access to their company’s Master Company Account. This was configured at the time your company’s BOMA membership was finalized. If the primary contact for your company changes, we shift the credentials for this account into the name of the new primary contact and re-set the password. The primary contact has access to both the Master Company account as well as a personal account.

When you log into your Master Company Account on www.bomaseattle.org, the page should open directly to your “Manage Profile” page, shown below.
If your browser does not open to your “Manage Profile” page, you can find it in the home bar at the top of the screen:

This page is where you can manage all of your profile settings, from employee representation to posting open positions on our Careers page. To manage your employees, click on “Company Representatives”.

For assistance, please contact Alanna Archer:
Phone: 206-622-8924 x101
Email: alanna@bomaseattle.org
The “Company Representatives” link will take you to a page titled “My Sub-accounts”. Every employee of your company who configures a profile will be listed as a sub-account of your Master Company Account. This page is where you can view, add, and remove employees from this account.
Taking a closer look at the relevant sections of the “My Sub-accounts” page, there are three relevant sections.

The first section, “Your Company Representatives Direct Link”, contains a link that you can copy and send to anyone looking to create a new profile as a sub-account of your company.

The second section, “Invite New Members”, allows you to send email invitations to employees so that they can configure accounts. The link in the email they receive is the same as the direct link from the first section.

The third section, “Your Company Representatives”, is a list of all sub-accounts linked to your Master Company Account. You can scroll/click through the list to see who is represented here, and this is where you can come to remove employees who no longer require a BOMA account.

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**YOUR COMPANY REPRESENTATIVES DIRECT LINK (get a new public key)**


Your Company Representatives direct link may be provided to potential Company Representatives 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.

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**INVITE NEW MEMBERS**

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

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**YOUR COMPANY REPRESENTATIVES**

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In this section, there are two buttons that are important to understand for the purpose of removing employees.

The first is the “Detach” button. This button removes the member’s account from your company. If you detach an account, you will no longer see this member listed as an employee. This will cause your detached employee to be deleted from the BOMA Seattle King County website.

The other important button in this section is the “Suspend” button. If you want to temporarily restrict an employee’s access to their account, you can suspend their account until you would like it re-enabled. When an account is suspended, this button will change into a button that allows you to re-enable the account. This will not delete the account, and it will remain on your list of sub-accounts unless you detach the account.

The steps listed here are the basic methods for adding new employees or removing expired employees from your company account on the BOMA Seattle King County Website (www.bomaseattle.org). If you have any questions or concerns regarding this process, please do not hesitate to reach out to Alanna Archer at the contact information listed in the footer of this document. Thank you for taking the time to keep our systems up-to-date!