



Sub-account 101

Creation of Sub-account Profile

1. **Access Link:** Follow the Sub-account Direct Link provided to you by your Fire Chief.

2. **Select Profile Type:**

- For Chief Officers: Click 'Regular Member Chief Officer,' then continue to fill out all required information.
- For Section Members: Click 'CFCFA Section Member,' then continue to fill out all required information.

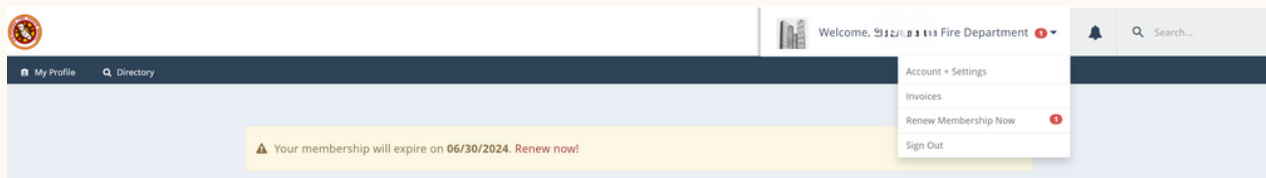
3. **Complete Information:**

- Ensure all information is filled out thoroughly and accurately.
- Once completed, click submit. Your account will undergo a brief approval period.
- After approval, you will receive a notification, and your active membership will be ready for use.

Addition of Sub-account Directions (for Fire Chief who is reflected on master account)

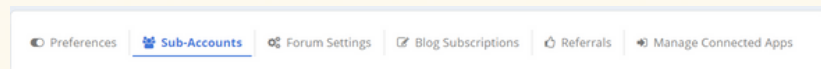
1. **Login to Master Account:** Click the Welcome dropdown.

2. **Account Settings:** Click the 'Account + Settings' tab.



3. **Information & Settings:** Navigate to the 'Information & Settings' tab on the left side of the screen.

4. **Sub-Accounts Tab:** Click 'Sub-Accounts' at the top.



5. **Invite New Members:**

- **Direct Link:** Copy and paste 'Your Sub-accounts Direct Link' and send it to eligible members of your department.
- **Email Invite:** Enter the email addresses of eligible individuals in the 'Invite New Members' section and click 'Send Invite.' The individual email addresses will receive the link straight from the database.

Suspension of Sub-account

1. **Follow Steps 1-4:** Follow steps 1-4 from the Addition of Sub-account Directions.

2. **Suspend Account:** Scroll down past the sub-account link information until you see the icons. Click the red circle with an X to suspend the sub-account.

