

Managing Your Company Roster

Corporate Members

As the primary contact for your company's Corporate Membership, you manage the company roster and can add or remove employees to the roster.

Login to the www.hrmac.org website with your Company's username and password (not your personal username and password).

After you login, go to Manage Profile.

Click on the Employee icon:



At the bottom of the page, you will see the current employee roster.

You can export a full list of the employees on your roster:

Your Employee direct link may be provided to potential Employee by using the link above. Using the form below will include a signed 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 50 recipient(s), either comma or semi-colon separated or one address per line.

SEND INVITE

Export Employee (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	Joe Employee Corporate Test 3 Corporation	Enabled	2 minutes ago
	John Employee Corporate Test 3 Corporation	Enabled	3 minutes ago

You can edit an employee's bio:

Export Employee (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	Joe Employee Corporate Test 3 Corporation	Enabled	2 minutes ago
	John Employee Corporate Test 3 Corporation	Enabled	3 minutes ago

Edit this member's bio

If an employee is no longer with your company you must first suspend their account:

Export Employee (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	Joe Employee Corporate Test 3 Corporation	Enabled	2 minutes ago
	John Employee Corporate Test 3 Corporation	Enabled	3 minutes ago

Suspend this member's account

Next you must detach their name from your roster:

Export Employee (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	Joe Employee Corporate Test 3 Corporation	Enabled	2 minutes ago
	John Employee Corporate Test 3 Corporation	Enabled	3 minutes ago

Detach this member's account

You can view the employee's profile:

 **Export Employee (Unicode)**

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
   	Joe Employee Corporate Test 3 Corporation	Enabled	2 minutes ago
   	View this member's profile Corporate Test 3 Corporation	Enabled	3 minutes ago

You can sign in as the member:
(this is useful if you are registering a fellow employee for an event)

 **Export Employee (Unicode)**

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
   	Joe Employee Corporate Test 3 Corporation	Enabled	2 minutes ago
   	Sign in as this member Corporate Test 3 Corporation	Enabled	3 minutes ago

There are three options for adding employees to the company roster.

1. You can enter them manually by clicking on Create Employee. This is the easiest option if you have a small number of employees to add.
2. You can copy and paste the Employee direct link into an email that you can send out to any employee that should be included on the company roster.
3. You can enter the email addresses of the employees that should be added to the company roster and an automatic email invitation will be sent out to them from the website with a link to create their own profile.

My Sub-accounts

[Employee Sign-in Report](#)

Corporate Test 3 Corporation currently has **999** seats, **998** of which are available.

[Activate all available seats](#)

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

1 [Create Employee](#)

YOUR EMPLOYEE DIRECT LINK (GET A NEW PUBLIC KEY)

2 http://hrmac.site-ym.com/general/register_start.asp?regkey=579B90D6-E852-4BD0-BF22-57B5615C

Your Employee direct link may be provided to potential Employee 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 can enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

3

SEND INVITE

Enter manually by clicking on Create Employee. You will see a pop up window that alerts you that you will be signed out so you can create and attach an Employee. Click yes.

My Sub-accounts

[Employee Sign-in Report](#)

Corporate Test 3 Corporation currently has **999** seats, **998** of which are available.

Activate all available seats

You can create Employee 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 Employee

YOUR EMPLOYEE DIRECT LINK (GET A NEW PUBLIC KEY)

http://hrmac.site-ym.com/general/register_start.asp?re

Your Employee direct link may be provided to potential clients. This link 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 50 recipient(s), either comma or semi-colon separated or one address per line.

sample@email.com
sample@email.com

SEND INVITE

Attention

You will be signed out of your account if you wish to create or attach Employee.

Are you sure you want to continue?

Yes **No**

The next page gives you the option to {1} create a new employee or {2} sign in as an employee who is not yet linked so you can attach them to your company's roster.

Get Connected!

Please create a username for your account and enter your first name and last name. Once you are registered, you can enjoy all of the member-only areas of the site.

Note: All fields are required. Please ensure your username contains only letters and/or numbers with no special characters or spaces. You may also enter a valid email address. Example: 'smith123' or 'smith123@yourdomain.com'

You have received a membership invitation from Corporate Test 3 Corporation...

[Sign in here](#) to attach your existing account to Corporate Test 3 Corporation.

- Or, create a new account. Begin your registration by completing the form below.

Registration Information

Username

First Name

Last Name

CONTINUE

SIGN IN

USERNAME

PASSWORD

SIGN IN

[Forgot your password?](#)

[Haven't registered yet?](#)

CALENDAR [MORE](#)

5/20/2014
[West Suburban Interest Group - Lessons from Your "Best Boss"](#)

5/21/2014
[CHRO Roundtable: Healthcare Reform Strategies](#)

6/4/2014
[Leadership Series: Globalization and Emerging Markets: The Role of Talent](#)

6/9/2014
[Transition Interest Group - Power Networking](#)

6/9/2014
[Summer 2014 Networking Event](#)

When adding a new employee, you will also be required to enter their contact information.

Step 2 - Member Information

Please fill out the following information in order to become a member.

Please Note: All information entered below will be visible to site administrators. Other HRMAC Members will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed, but members can still contact you via email through the HRMAC's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**. You can adjust these fields at any time if you go to Manage Profile.

* Required Fields

Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

ACCOUNT INFORMATION

Username *	employee111
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
E-Mail Address *	<input type="text"/>
Confirm E-Mail *	<input type="text"/>
Title	<input type="text"/> (Mr./Ms./Dr.)
Full Name *	<input type="text"/> John <input type="text"/> <input type="text"/> Employee

SIGN IN

USERNAME	<input type="text"/>
PASSWORD	<input type="password"/>

SIGN IN

[Forgot your password?](#)
[Haven't registered yet?](#)

CALENDAR

[MORE](#)

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Once your employees have been added to the roster, HRMAC staff will need to review and approve their membership, so you may see their Account Status as pending.



Employee
View and manage current Employee, send invitations.

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

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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.

SEND INVITE

Export Employee (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	Joe Employee Corporate Test 3 Corporation	Approval Pending	1 minute ago
	John Employee Corporate Test 3 Corporation	Approval Pending	1 minute ago

[Leadership Series: Globalization and Emerging Markets: The Role of Talent](#)
[Transition Interest Group - Power Networking](#)
[Summer 2014 Networking Event](#)

Once employees are approved, you will have the ability to manage their profiles.