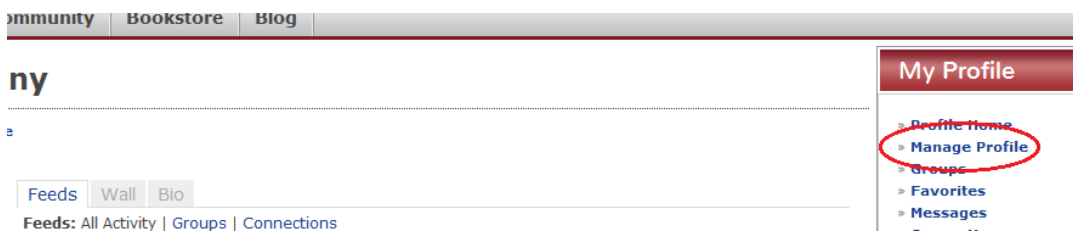


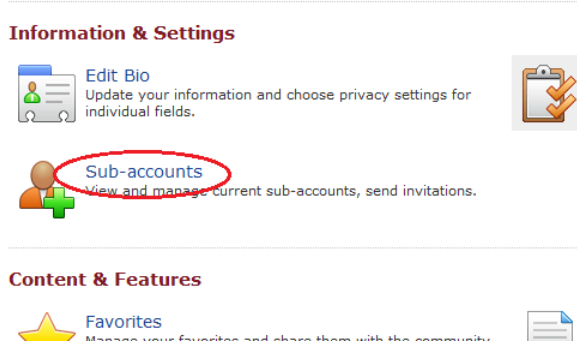
1. Sign in to your company account (not your personal account).



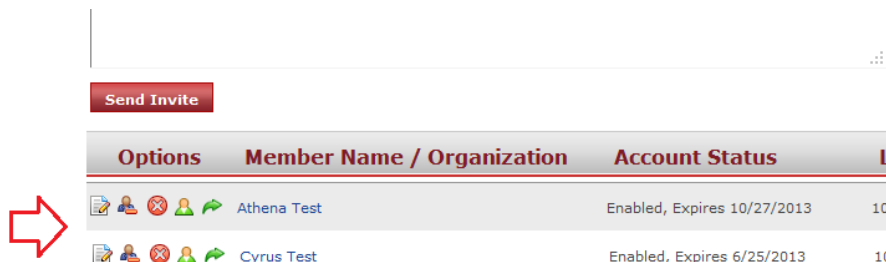
2. Click on **Manage Profile** on the right hand side of your screen after you've logged in.



3. On the "Manage Profile" page, click on **Sub-Accounts**.



4. On the "My Sub-Accounts" page, if you scroll down, you'll see a list of your employees who are voting members.




5. To invite a member to join, enter their email address into the “Invite New Members” window.

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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 2 recipient(s), either



**Send Invite**

Options	Member Name / Organization
    	Athena Test

When that member joins, they will automatically be added as a sub-account of your unit.

6. From this page, you can also:
- a. Edit a member’s bio by clicking on the pencil and paper icon 
  - b. Detach a member from the unit if they’re no longer a voting employee member  The member will still be an itSMF member, but not attached to your company.
  - c. Suspend a member’s account (so that they don’t have access to it) 
  - d. View the member’s profile 
  - e. Sign in to the website as if you are that member 
  - f. View/renew that member’s membership for them 