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.
Managing Your Company Sub-Accounts (Employee Members)

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

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

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.