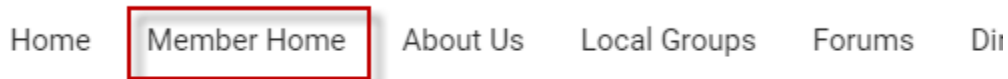


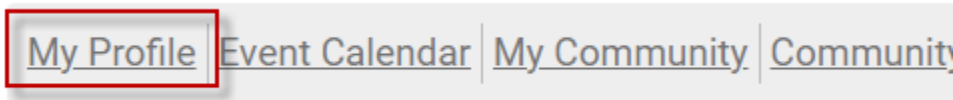


## UPDATING USERS IN YOUR ORGANIZATION

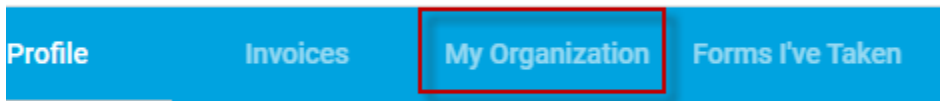
1. Log in to the website (sytelineusernetwork.com) as the key contact for the company.
2. This should take you to the Member Home Page. If not, select MEMBER HOME from the menu bar.



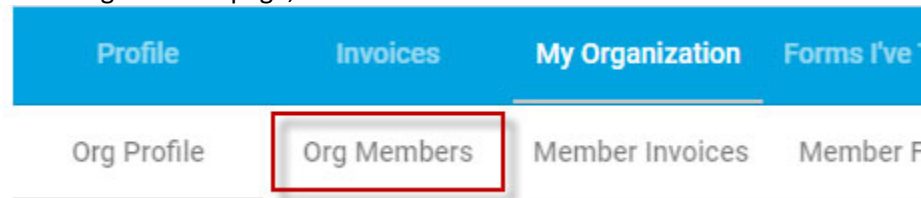
3. Click on MY PROFILE



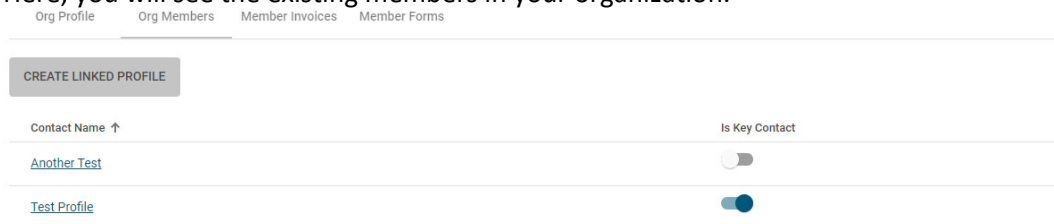
4. For organization key contacts, you will have a link for MY ORGANIZATION. Click on this link.



5. On the organization page, click on the link ORG MEMBERS

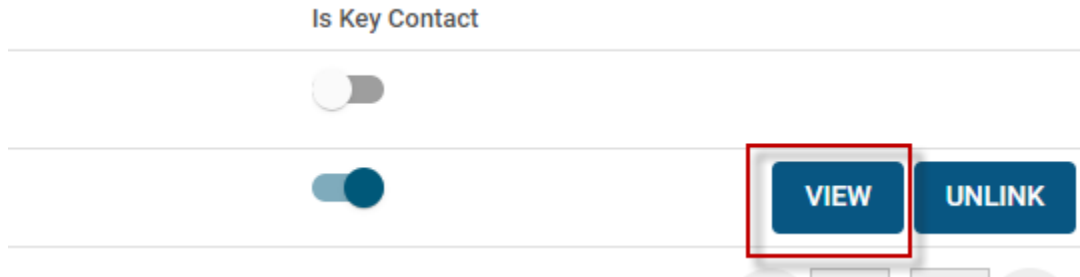


6. Here, you will see the existing members in your organization.





7. If you need to update information for someone, hover over their name and select VIEW.



8. When viewing the profile, click EDIT PROFILE to modify necessary information.
9. If the person is no longer associated with your organization, click the UNLINK button.

