

## **I have a group membership. How do I add my colleagues to my account?**

**Only the key contact can create linked profiles for additional colleagues.** To do so, please follow these steps:

- Go to [My Profile](#) .
  - Click on **My Organization**.
  - Click on **Org Members**.
  - Click the **CREATE LINKED PROFILE** button.
  - Type in the person's **first name**, **last name**, and **email address** and create a **username** for them.
- If you are creating a linked profile for one person, click the blue **Save** button. If you are creating linked profiles for multiple people, click the blue **Save and Add Another** button to create another profile.