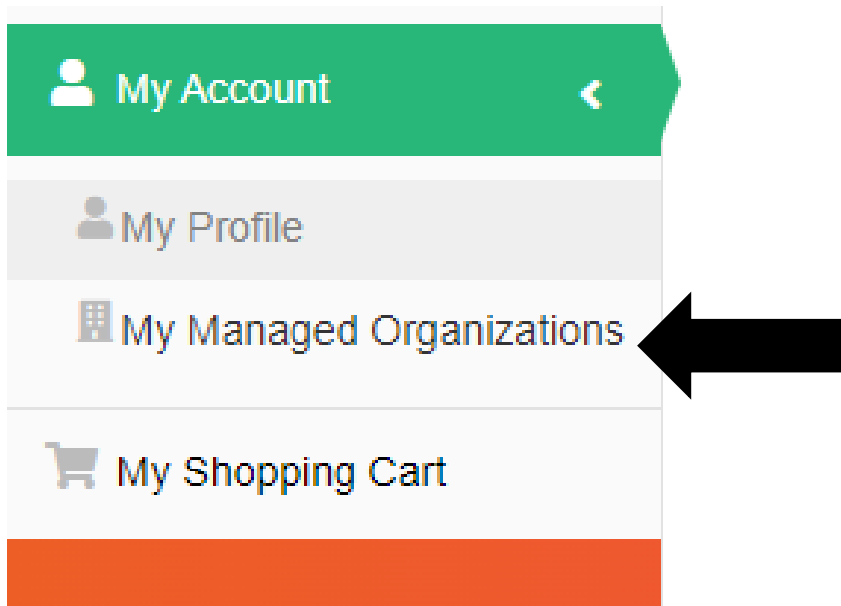


How to Add Your Employees to Your EDPMA Roster

Because EDPMA is a trade association, your membership allows you to add colleagues to your company's roster so they can receive the full benefit of membership.

Step 1: Login to your EDPMA account at members.edpma.org

Step 2: On the left-hand side, you should see "My Account." Click to expand and then click "My Managed Organizations."



Step 3: This will bring up your managed organizations where you should see your organization. On the right-hand side, click the blue "Roster" button.

My Managed Organizations

1 [1 to 2 out of 2 records] ⌵					
Name	City	State/Province	Email	Edit	Roster
MCI USA	McLean	Virginia		Edit	Roster

A large black arrow points from the right towards the 'Roster' button in the table.

Step 4: Scroll to the bottom of the page, and you will see your company's roster. This is where you can add or remove employees.

You will see two options you can either search for an employee in our database, or you can add an employee to our database. We ask that you **search** for the employee **before** adding a new record to prevent duplicate records. When adding a new record, you add the employee to our database and create an EDPMA account for them. If adding a new record, they will receive an automated email with their temporary password. **Please note that only employees are eligible to receive membership benefits; contract employees are not eligible to receive membership benefits.**

You can also update the contact information of those who are currently on your roster (i.e., changing an email, including them in the directory, etc.), as well as removing those who are no longer with your company.

Click on any column header to sort the list based on that column.

<u>Record Number</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Email Address</u>	<u>Record Added On</u> ▼	Actions
4033470	TestMEMBER	Test		test@test.com	9/26/2022	Edit Remove
4033443	TestEmployee	DeleteMe		testemployee@test.com	9/13/2022	Edit Remove

Remember, we must have your employees in our system with accurate contact information so they can register for EDPMA events at the member rate. Employees on your roster will also receive our educational resources, access the NSA (No Surprises Act) State Fact Sheets, join Committees and be eligible for our opportunities.

Need help? Contact **Jose Arias, Membership Manager**, at membership@edpma.org.