View and Edit Your Profile

The Company Administrator is the only person in your membership who can edit your profile. Every person listed under your organization has a profile.

1. After you click on your name, you will see your company profile. Notice your member level, status and renewal information.

    MY PROFILE

    EDIT PROFILE

    Profile   Privacy   Email subscriptions   My event registrations   Invoices and payments

    Membership details

    Membership level   IWUA Staff - Free
                        Subscription period: Unlimited

    Membership status   Active

    Member since   Monday, October 28, 2019

    Renewal due on   Never

2. Click 'Edit Profile' to update your company address, name and email.

    MY PROFILE

    EDIT PROFILE

    Profile   Privacy   Email subscriptions   My event registrations   Invoices and payments

    Membership details

    Membership level   IWUA Staff - Free
                        Subscription period: Unlimited

    Membership status   Active

Archiving or Adding Company Contacts (Applies to General and Business Members Only)

Archiving

1. Scroll down to the bundle summary section of your profile.
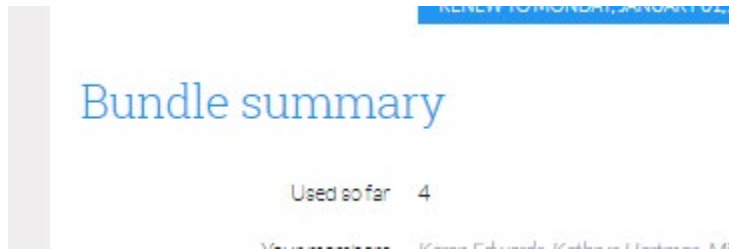
2. Click on the name of the contact you would like to archive. You will be directed to that person's profile page. Once there, click 'archive' to remove them from the company contact list. On this page, you are also able to update / edit your organizational contact information.
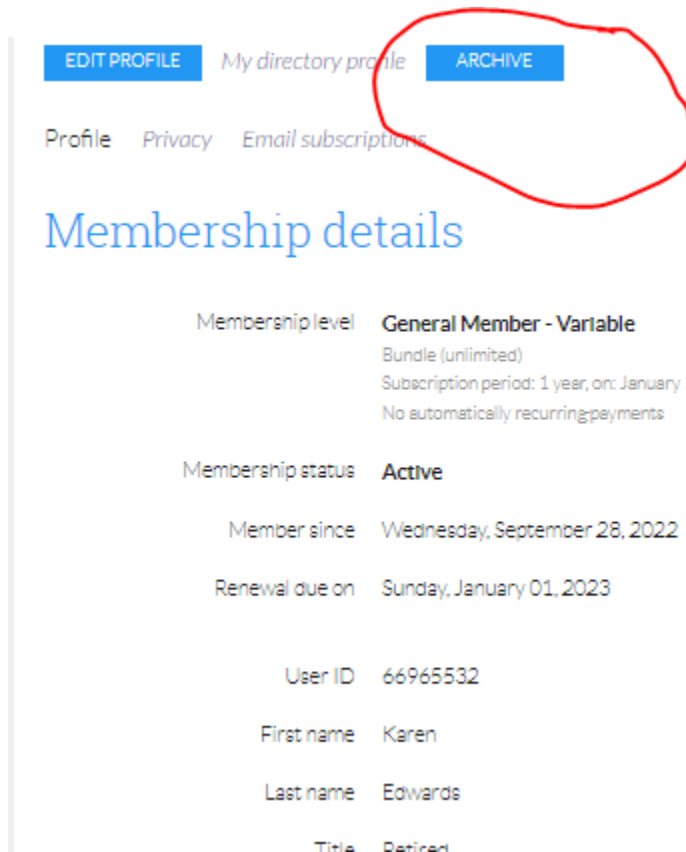
Adding Members / Contacts

1. Scroll to the Bundle Summary section of your profile page. Click 'add member'.
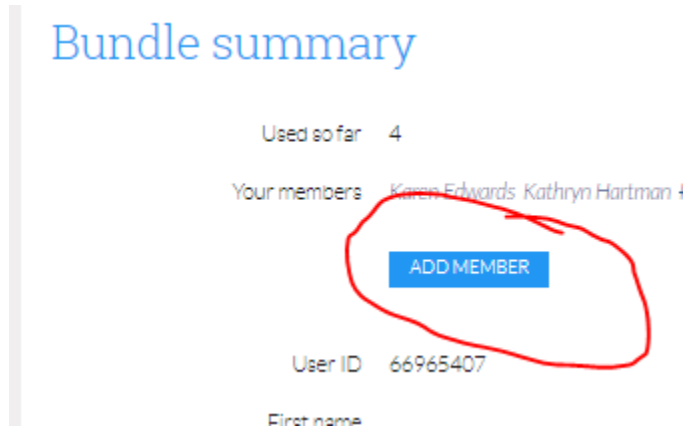
2. Enter the new contact's information. Click save.