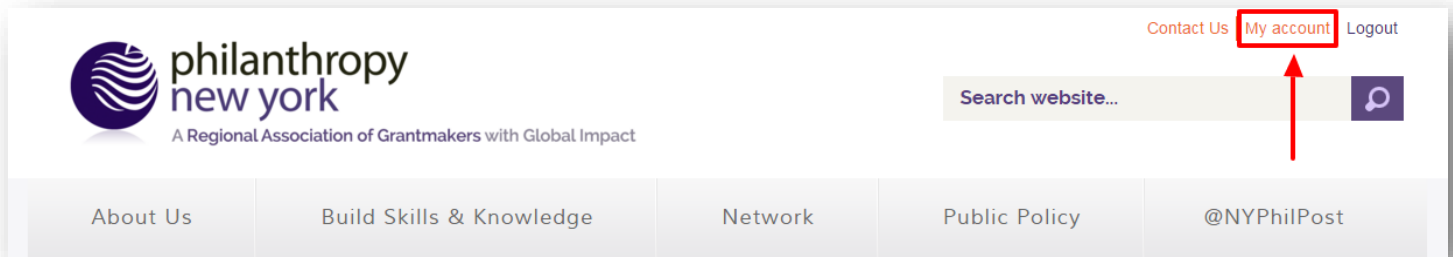
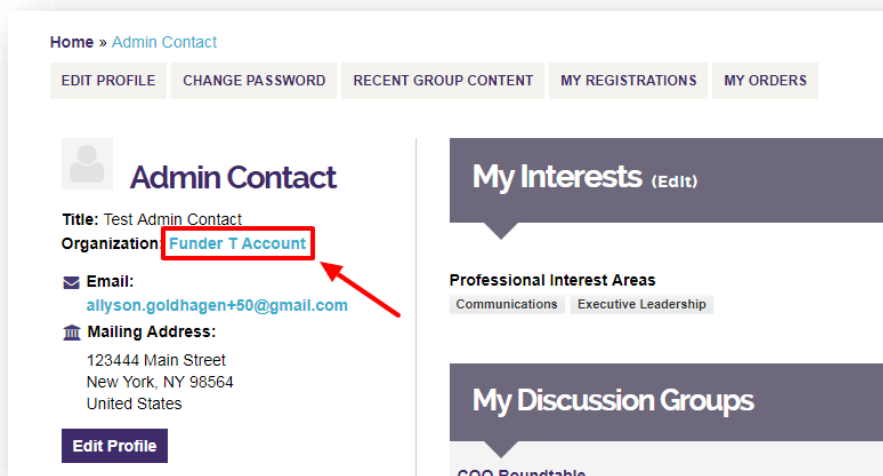


How to Edit Your Organization's Information

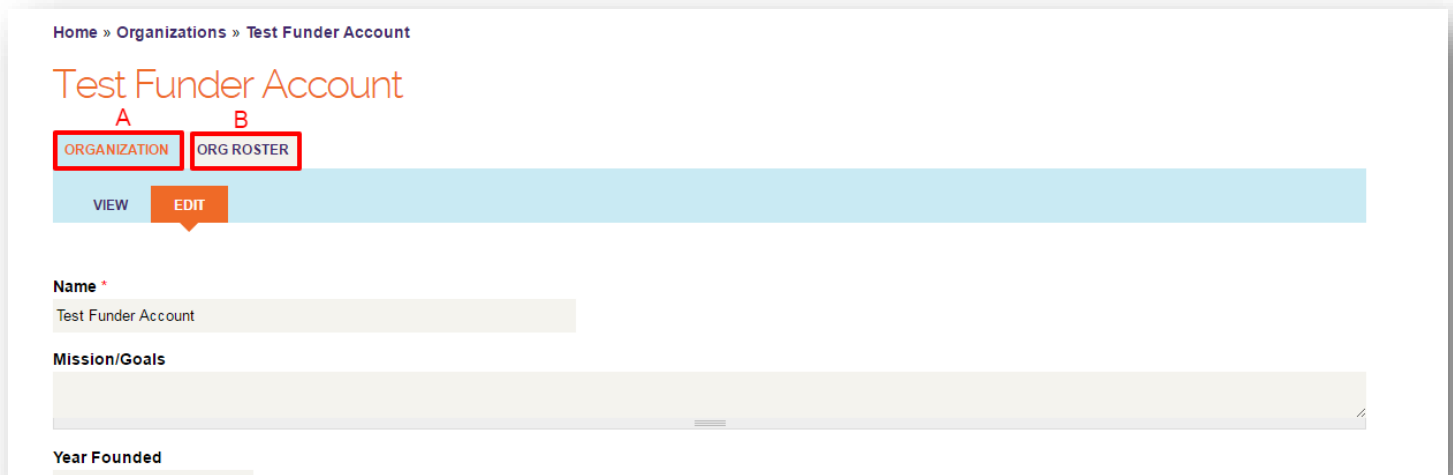
Step 1: Go to "My Account"



Step 2: Access your organization's profile



Step 3: Update – A. Your organization's information / B. Your staff list



How to Edit Your Organization's Information

Step 4: Update staff information

A. Add new staff / B. Edit existing staff / C. Remove staff

Organization Contacts

ORGANIZATION ORG ROSTER

Add Contact A

Primary affiliations - current contacts

Edit	Name	Active status	Title	Capacity	Organization Role
Edit	Admin Contact	<input checked="" type="checkbox"/>	Test Admin Contact	CEO	Administrative Contact
Edit B	Test Contact	<input checked="" type="checkbox"/> C		Grants Management, Executive Support	

Save

Step 5: Save!

If you have any questions about this process, please contact Allyson Goldhagen, Assistant Director of Member Services at agoldhagen@philanthropynewyork.org or (212) 714-0699 x 208.