



## **Updating your Company's Membership Roster**

Making sure your company's membership roster is essential to ensuring that IDA has a full list of your company's employees that should be receiving membership benefits under your membership. Your company's primary representative can add/delete contacts and their information at any time using the instructions below:

To add additional contacts to your company, the contact listed as your organization's primary contact must log into their account and complete the following steps:

1. Click "My Profile"
2. Select "Manage Organization Contacts" from the drop down menu
3. Click on the "Add New Contact" button
4. Submit information for the new contact
5. Click "Save Changes"

In addition, you may remove contacts from your company roster by:

1. Click "My Profile"
2. Select "Manage Organization Contacts" from the drop down menu
3. Click "delete" next to the contact you wish to remove from the list

Please contact us at [info@doors.org](mailto:info@doors.org) if you have any questions.