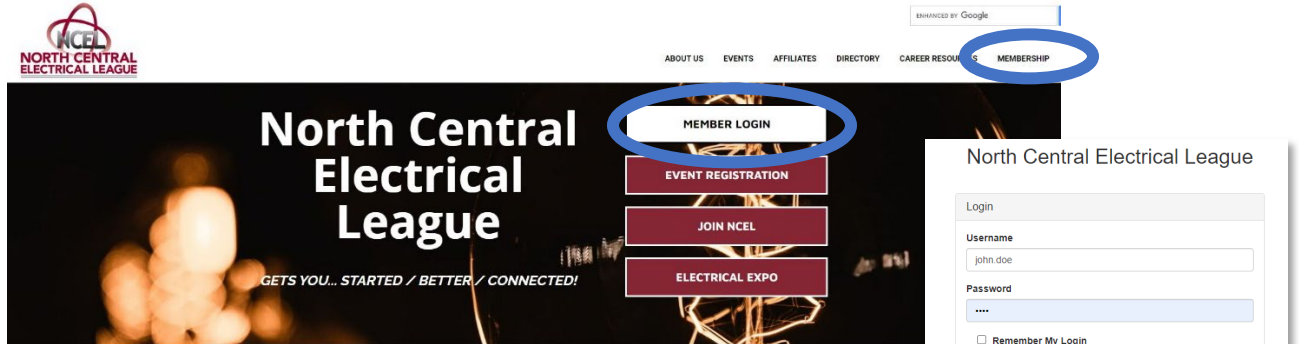


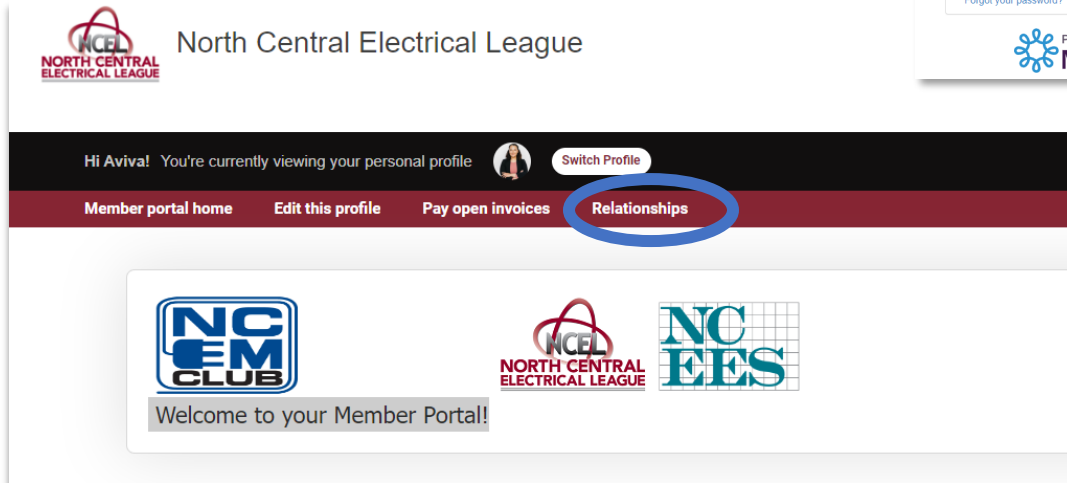
HOW TO ADD AN EMPLOYEE TO YOUR COMPANY

You will need your NCEL login information and have editor privileges assigned from your company. If you do not have either of these please contact NCEL at (952) 854-4405 and we will assist you.

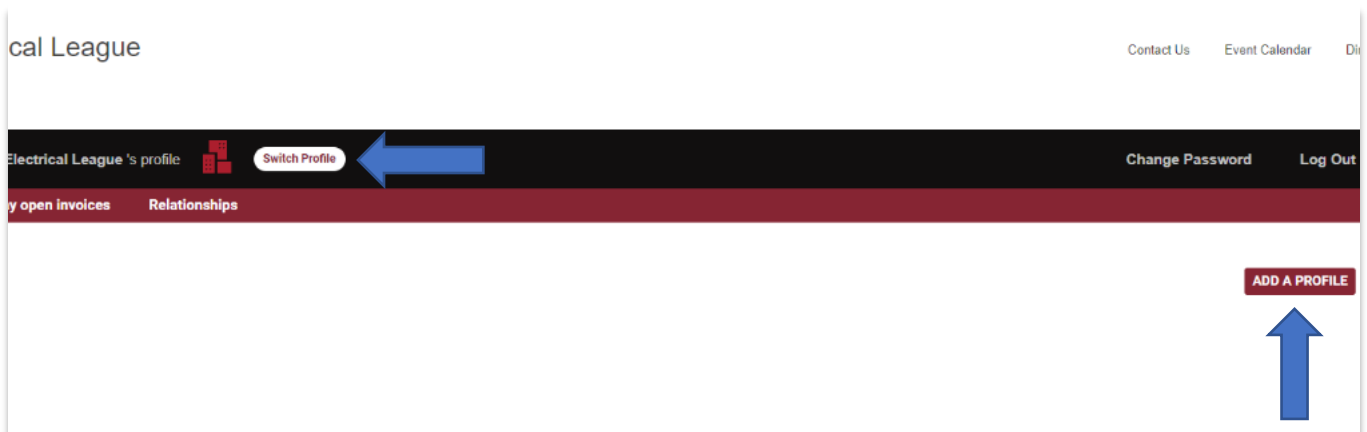
1. Go to the North Central Electrical League website www.ncel.org
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.



3. Select Relationships located on the main menu page.



4. Under Related Profiles you will see a table with all the employees that are currently at your company. If you do not see your employees, click "Switch Profile" and click on your company name. At the top right of this page, click the "ADD A PROFILE" button.



HOW TO ADD AN EMPLOYEE TO YOUR COMPANY

5. In the new window fill out the pop-up window. Make sure to check the “Receives Communication” Box. In the Relation Type drop-down menu, select Employee. Click continue editing when all fields are filled.

Related To North Central Electrical League

New-profile Individual Profile Organization Profile

Prefix Main Contact Of North Central Electrical League

First Name Editor Of North Central Electrical League

MI Receives Communication

Last Name Billing Contact

Suffix Update phone and address to inherit from North Central Electrical League

E-mail

Relation Type

-- Select --

Employee

Employer

Former Employee

Former Employer

Parent

Subsidiary

CANCEL SAVE AND CLOSE CONTINUE EDITING

6. In the next window, add in their Relationship Title. On the left side, click General Information. Add in their general information we request all added profiles have a phone number formatted to (XXX) XXX-XXXX, personal job title and a current email address. The employee should upload a profile photo once they log in.
 - a. If this employee has any certification add abbreviations to the suffix box.
 - b. If this employee works from home put the company address here and their personal address in the additional address category.

Profile Edit

Relationship

General Information

Additional Addresses

Additional Phones

Additional Emails

Directory Listing

Embedded Video

Social Media

Prefix

First Name

MI

Last Name

Suffix

Organization Name

Report Name

Update this profile photo

CANCEL SAVE AND CLOSE

Updated 6

HOW TO ADD AN EMPLOYEE TO YOUR COMPANY

If this employee has any additional mailing address, emails, or phone number they would like to be contact at add them to the proper additional fields.

7. You will need to add a Directory Listing for this new employee for the NCEL online and/or printed directory you will need to add a directory listing. When adding the listing please select the category that matches the organization. In the description box you can add job description, territories and/or brands they rep. Click "Save and Close" when you have added in all information.

The screenshot shows a web form for adding a directory listing. On the left is a sidebar with navigation options: Relationship, General Information, Additional Addresses, Additional Phones, Additional Emails, **Directory Listing**, Embedded Video, and Social Media. The main form area has a red 'Add' button at the top left. Below it is a 'Delete' button. The 'Category' dropdown is set to 'Same As Company', and a list of categories is displayed, with 'Distributor' highlighted in blue. Below the category list is a 'Products And Services' text area. To the right is a 'Description' field with a rich text editor toolbar. At the bottom right of the form are 'CANCEL' and 'SAVE AND CLOSE' buttons. A blue arrow points to the 'SAVE AND CLOSE' button.