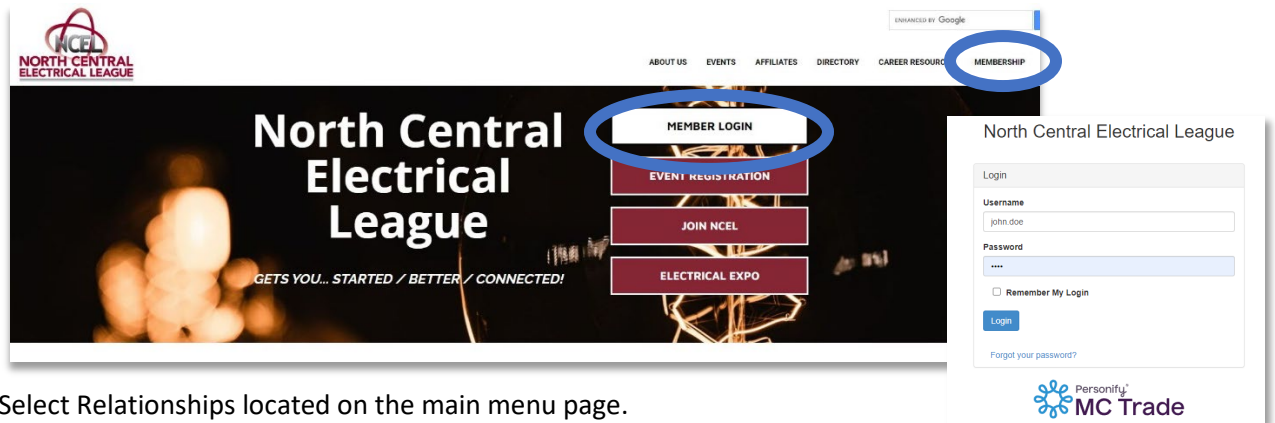


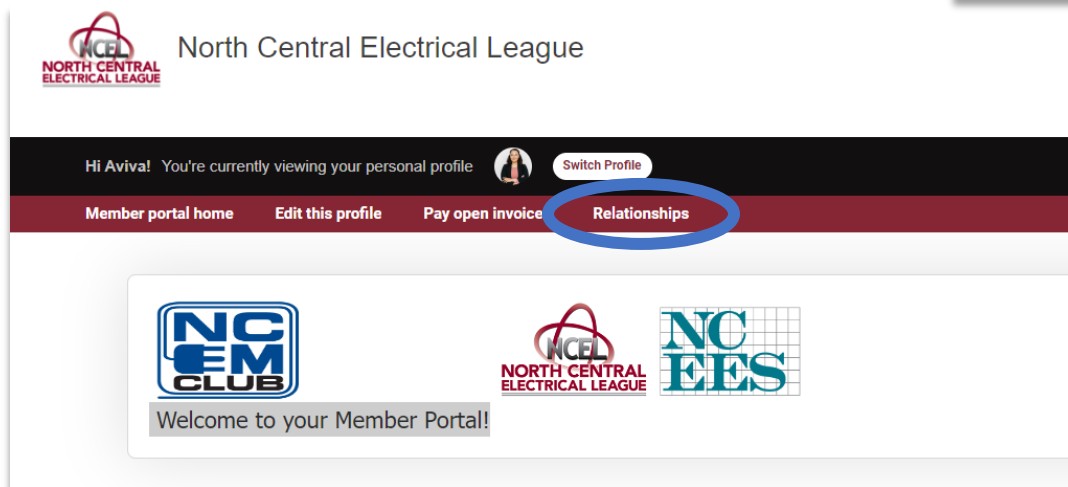
# HOW TO EDIT FELLOW EMPLOYEE'S PROFILES

You will need your NCEL login information and to 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.

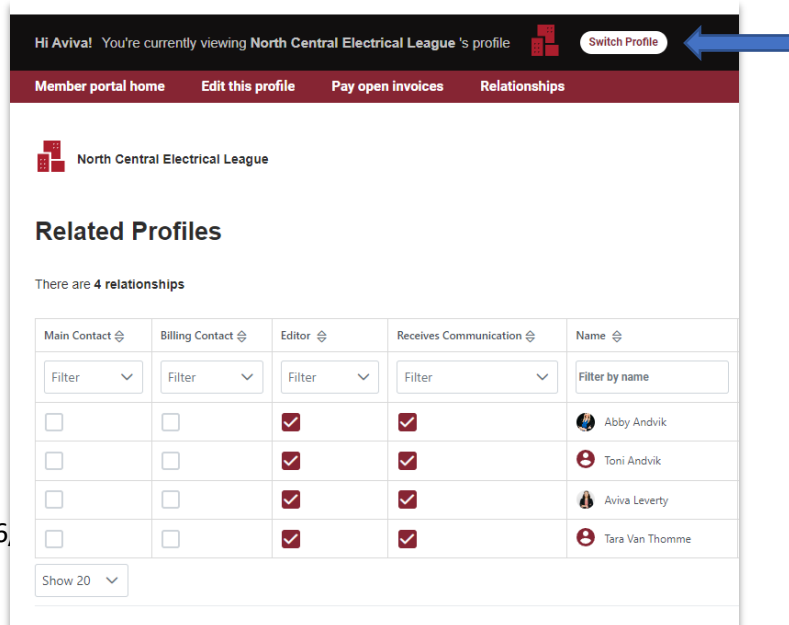
1. Go to the North Central Electrical League website [www.ncel.org](http://www.ncel.org)
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.



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.



Updated 6/

## HOW TO EDIT FELLOW EMPLOYEE'S PROFILES

5. After selecting the profile, to edit. The profiles related to the profile will populate below. Here you can do quick edits to the employees of your company, job titles, relation type, whether they receive communications and if they can be a editor of the company. To make edits to individual contact information select Edit Profile box next to their name. This will open that employee's profile where you can edit that person's email, phone number, address, directory listing etc. Once you have edited their information select SAVE AND SUBMIT.

The screenshot shows a web interface for managing employee profiles. At the top, there are links for 'Change Password' and 'Log Out'. Below this is a red 'ADD A PROFILE' button. The main content area contains a table with the following columns: Email, Phone, Relation Type, and Actions. The table lists four employees, all with the relation type 'Employee'. A dropdown menu is open for the 'ACTIONS' column of the first row, showing 'Edit' and 'Delete' options. A blue arrow points to the 'Edit' option.

Email	Phone	Relation Type	
<input type="text" value="Filter by email"/>	<input type="text" value="Filter by phone"/>	<input type="text" value="Filter By Type"/>	
abby@ncel.org	(952) 854-4405	Employee	<b>ACTIONS</b> ▾
kelly@ncel.org	(952) 854-4405	Employee	Edit
aviva@ncel.org	(952) 854-4405	Employee	Delete
tara@ncel.org	(952) 854-4405	Employee	<b>ACTIONS</b> ▾