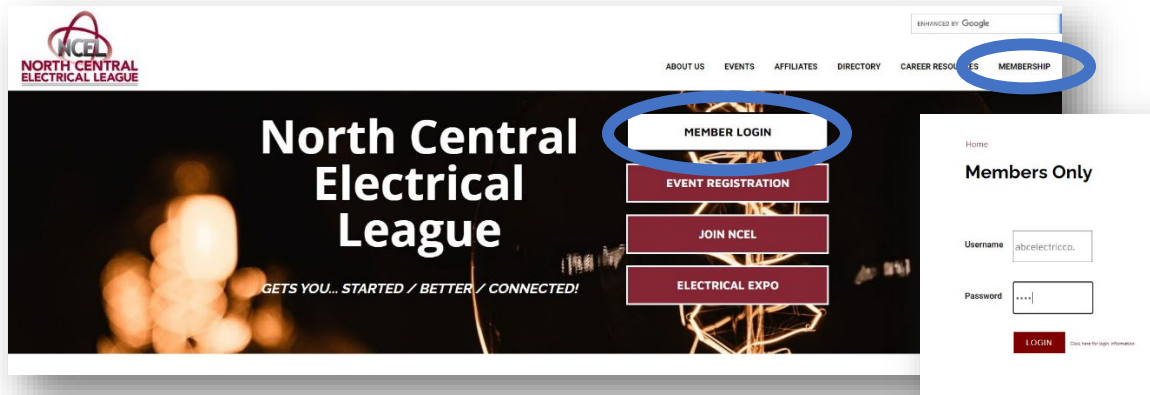


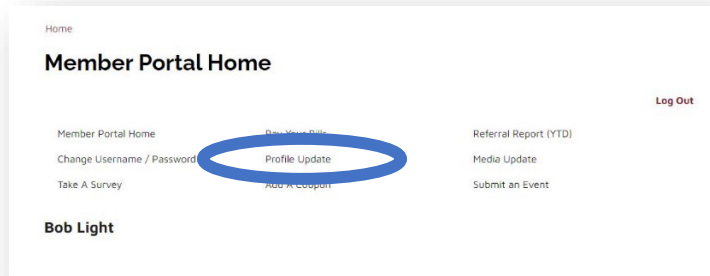
HOW TO ADD AN EMPLOYEE TO YOUR COMPANY

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.

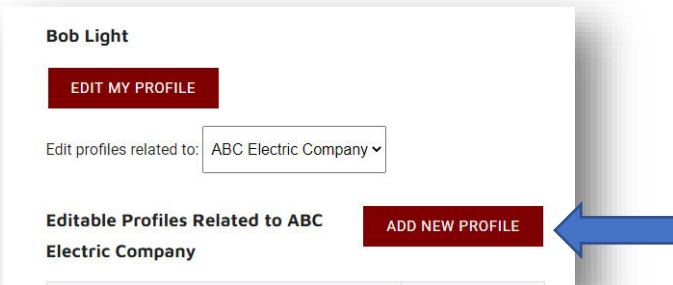
1. Go to the North Central Electrical League website www.ncel.org
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.



3. Select Profile Updates located on the main menu page.



4. Under Edit My Profile you will see Edit Profile Related to... drop-down menu. Select your company or branch you would like to edit, to add an employee, select the maroon ADD NEW PROFILE.



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5. In the new window select how this new person is related organization and their job title.

The screenshot shows the 'New Profile' form with the 'New Profile Settings' section active. Under 'Relationship Information', the question 'How is this profile related to ABC Electric Company?' is followed by a dropdown menu with 'Employee' selected. A blue arrow points to this dropdown. Below it is a 'Title' text field with a note: 'If applicable, this should be the title as it applies to the relationship between this profile and ABC Electric Company. For example: CEO or President.'

6. 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.
 - 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.

The screenshot shows the 'New Profile' form with the 'General Information' section active. Fields include: Prefix, First Name (Required), MI, Last Name (Required), Suffix (Required), Report Name, Personal Title (Required), Address 1, City, State/Province, Zip, Zip Ext, County, Country, Work Phone, Ext, Home/Other Phone, Phone Default, Fax, E-mail, Website, and Preferred Method of Contact. Blue arrows point to the First Name, Last Name, Personal Title, Work Phone, and E-mail fields. At the bottom are buttons for 'Save and Keep Working', 'Save and Submit', and 'Cancel'.

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

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- 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.

The screenshot displays the 'New Profile' form for 'Sally Bright'. The left sidebar contains navigation options: 'New Profile Settings', 'General Information', 'Additional Addresses', 'Additional Phones', 'Additional Email Addresses', 'Directory Listing', 'Social Media', and 'Update Your Preferences'. The main content area is divided into two sections. The top section, 'Update Your Preferences', includes an 'Affiliate Group' section with a checked 'PluggedIN Member' option and a 'Number of Printed Directories' section with three radio button options: '10', '30', and '35'. The bottom section, 'Directory Listing', features a red 'ADD' button, a dropdown menu for 'New Category', a 'Description' text area, a 'Short Description (Max 250 Characters)' text area, a 'Keywords' text area, and a 'Primary Listing' checkbox. A blue arrow points to the 'ADD' button, and another blue arrow points to the 'PluggedIN Member' checkbox. At the bottom of the form are three buttons: 'Save and Keep Working', 'Save and Submit', and 'Cancel'. A blue arrow points down to the 'Save and Submit' button.

If your new employee is under the age of 39 add them to our PluggedIN email list where they will receive communication about our young professionals' group.

- You have added in your new employee's information select the maroon. SAVE AND SUMBMIT button.