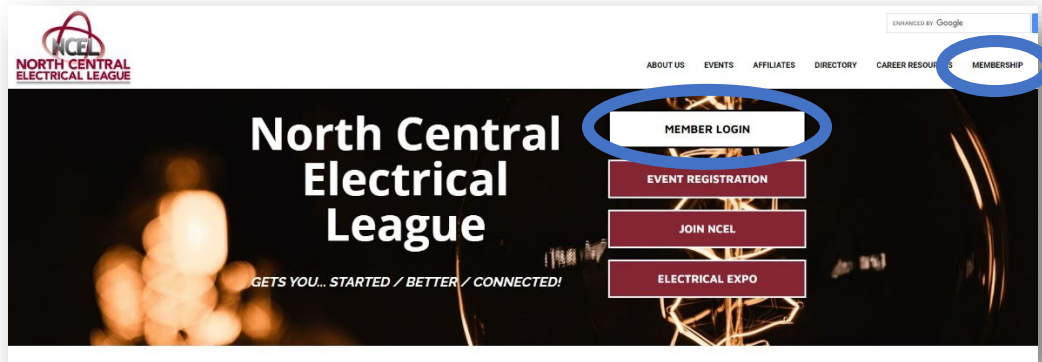


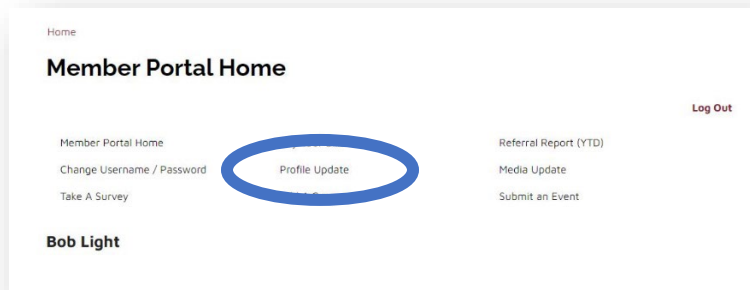
# HOW TO EDIT FELLOW EMPLOYEE'S PROFILES

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.

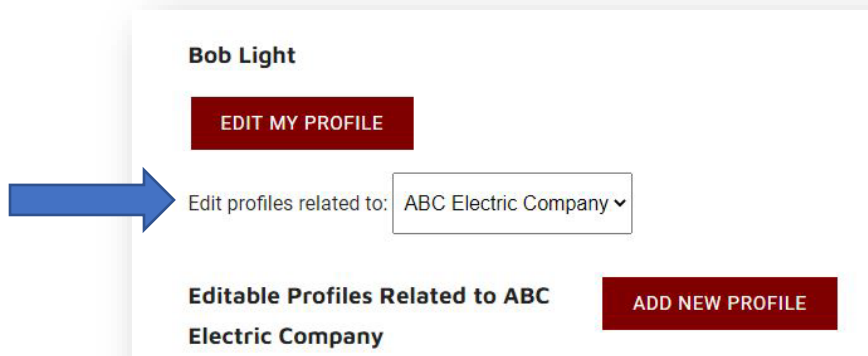
1. Go to the North Central Electrical League website [www.ncel.org](http://www.ncel.org)
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.



3. Select 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 name.



## 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 an editor of the company. Once you have finished quick changes select **SAVE RELATIONSHIP AT THE BOTTOM OF THE PAGE**.

**Bob Light**

[EDIT MY PROFILE](#)

Edit profiles related to:

**Editable Profiles Related to ABC Electric Company** [ADD NEW PROFILE](#)

Profile	
<b>Bob Light</b> <input checked="" type="checkbox"/> Main Contact <input checked="" type="checkbox"/> Editor <input type="checkbox"/> Receives Communication <input checked="" type="checkbox"/> Billing Contact Relation Type <input type="text" value="Employee"/> Title <input type="text" value="vp"/>	<a href="#">EDIT PROFILE</a> <a href="#">VIEW INVOICES</a>
<b>Larry Watt</b> <input type="checkbox"/> Main Contact <input type="checkbox"/> Editor <input checked="" type="checkbox"/> Receives Communication <input type="checkbox"/> Billing Contact Relation Type <input type="text" value="Employee"/> Title <input type="text" value="Manager"/>	<a href="#">EDIT PROFILE</a> <a href="#">VIEW INVOICES</a>
<b>Sarah Edison</b> <input type="checkbox"/> Main Contact <input type="checkbox"/> Editor	<a href="#">EDIT PROFILE</a> <a href="#">VIEW INVOICES</a>

[SAVE RELATIONSHIPS](#)

## HOW TO EDIT FELLOW EMPLOYEE'S PROFILES

- 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.

**Bob Light**

[EDIT MY PROFILE](#)

Edit profiles related to:

**Editable Profiles Related to ABC Electric Company** [ADD NEW PROFILE](#)

Profile	
<b>Bob Light</b> <input type="checkbox"/> Main Contact <input checked="" type="checkbox"/> Editor <input type="checkbox"/> Receives Communication <input checked="" type="checkbox"/> Billing Contact Relation Type: <input type="text" value="Employee"/>	<a href="#">EDIT PROFILE</a> <a href="#">VIEW INVOICES</a>
<b>Larry Watt</b> <input type="checkbox"/> Main Contact <input type="checkbox"/> Editor <input checked="" type="checkbox"/> Receives Communication <input type="checkbox"/> Billing Contact Relation Type: <input type="text" value="Employee"/>	<a href="#">EDIT PROFILE</a> <a href="#">VIEW INVOICES</a>
<b>Sarah Edison</b> <input type="checkbox"/> Main Contact	<a href="#">EDIT PROFILE</a>

