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
- **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.

| emper Portal Ho | ome | | |
|----------------------------|----------------|-----------------------|---------|
| | | | Log Out |
| Member Portal Home | | Referral Report (YTD) | |
| Change Username / Password | Profile Update | Media Update | |
| Take A Survey | | Submit an Event | |
| | | | |
| ob Light | | | |

4. Under Edit My Profile you will see Edit Profile Related to... drop-down menu. Select your company name.

| Bob Light |
|--|
| EDIT MY PROFILE |
| Edit profiles related to: ABC Electric Company ~ |
| Editable Profiles Related to ABC ADD NEW PROFILE |

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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. Once you have finished quick changes select **SAVE RELATIONSHIPD AT THE BOTTOM OF THE PAGE**.

| Bob Light | | | |
|---|--------------------------------|-------------------------|---|
| EDIT MY PR | OFILE | | |
| dit profiles rela | ted to: ABC Electric Company ~ | | |
| ditable Prof | iles Related to ABC | ADD NEW PROFIL | E |
| Profile | | | |
| Bob Light Main Contac Editor | rt | EDIT PROFILE | |
| Receives Co Billing Conta Relation Type | mmunication act | VIEW | |
| Title VP | Employee • | | |
| Larry Watt Main Contac Editor Receives Co | mmunication | EDIT PROFILE VIEW | Sarah Edison |
| Relation Type | Employee ~ | INVOICE | Main Contact PROFILE Editor PROFILE Z Receives Communication VIEW |
| Title Manager | | | Relation Type Employee |
| | | EDIT | Title Sales Rep. |

HOW TO EDIT FELLOW EMPLOYEE'S PROFILES

6. 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.

| EDIT MIT PROFI | | | |
|----------------------|----------------------------|---------------|--|
| dit profiles related | to: ABC Electric Company ~ | | |
| ditable Profile | s Related to ABC | D NEW PROFILE | |
| Profile | | | |
| Bob Light | | EDIT | |
| Editor | | PROFILE | |
| Receives Comr | nunication | 10022000 | |
| Billing Contact | | VIEW | |
| Relation Type E | mployee 🗸 | INVOICES | |
| Title VP | | | |
| Larry Watt | | EDIT | |
| Main Contact | | PROFILE | |
| Editor | queication | | |
| Billing Contact | nomeation | VIEW | |
| Relation Type E | mployee ~ | INVOICES | |
| Title Manager | | | |
| Sarah Edison | | EDIT | |
| | | EDIT | |