Please take the following steps to ensure new employees are added to your account, and former employees are detached from your account. **Please note that while the member site will allow you to create and save an employee record without an email address, an email address is mandatory to be able to access NWFAU.** If an employee who is currently listed under your organization does not have an email address listed, he or she cannot receive access to NWFAU. Please ensure this field is populated and accurate by following the instructions below.
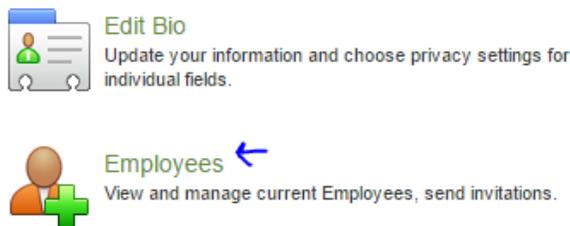
To edit employees in your record:
> Visit https://member.nwfa.org
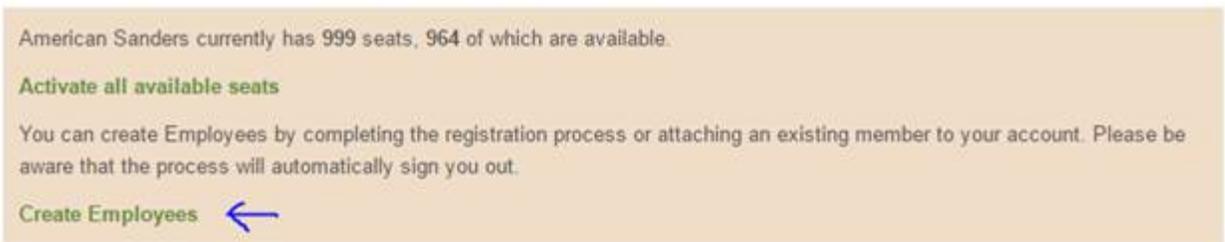> Sign in and visit the "Manage Profile" page (My Profile tab → Manage Profile)
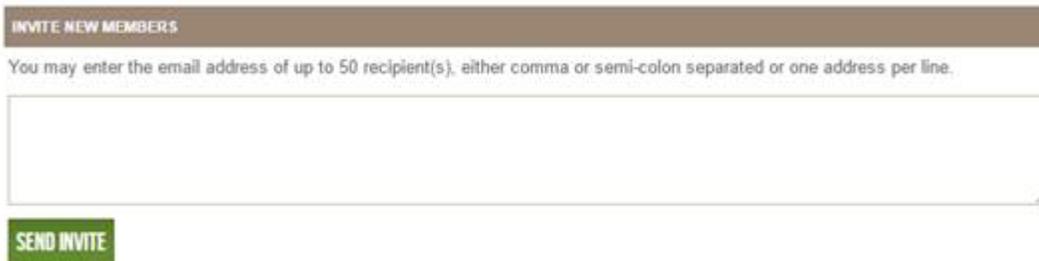

> Under "Information & Settings" click "Employees."

> **To add new employees** to your company's account, you can click "Create Employees" OR give them the opportunity to register themselves by entering their email address in the box below under "Invite New Members."

> **OR**

> Please allow 1-2 business days from the time the member registers for them to gain access to NWFAU.

> **To remove employees from your record:**
> Follow the steps above to log in and get to the employee section.
> Scroll to the bottom of the page where all employees are listed.
> To detach, click the icon that looks like a person with a minus sign.

To add or edit an employee's email address:
> Follow the steps above to log in and get to the employee section.
> Click on the icon that looks like a pencil on paper.

> TIP: to quickly view all email addresses associated with your employees, you can export a report using the "Export Employees" link, opening in Excel, and checking Column Y.

If your employees currently have an account but cannot remember their password, they should follow the password reset instructions. If they cannot remember their username, please email education@nwfa.org to have this reset.