

Managing your organization's CaGBC membership online is simple and easy!

- 1) **Sign-in** to the CaGBC website (www.cagbc.org) with your username and password.
- 2) Go to **My CaGBC → My Profile**.
- 3) You are currently in your personal profile; to be directed to your Company's profile, **click on your company name** (under yours).
- 4) On the Company Membership page, you can review the status of your membership (paid through date, membership category, member number etc.), edit contact information, pay the company's annual dues, and update the roster.

The Company Roster

This is found on the Company profile page on the tab named *Contacts*. The roster is a list of employees who have created CaGBC profiles and linked them to your company's CaGBC membership.

- To add an employee to your roster:

****Before starting this process** - We encourage your employees to create or edit their CaGBC profiles themselves. This maintains the integrity of profile information, prevents duplicate profiles, and alleviates administrative burden on one employee. An individual's profile maintains their participation history (education, Chapter membership etc), current LEED projects, and is transferable if they move to, or came from another company.

If a profile needs to be created for someone, please follow these steps:

*Confirm with each employee you want to add to the roster if they already have a CaGBC profile. If so, please ask them to sign-in to their profile, edit the **Employer Name field** by selecting your company's name from the dropdown menu – you will not be able perform this for them, and please do not create a new profile (refer employees to the *Create your CaGBC Profile* pdf for complete instructions, or contact [Sarah Miller](#), CaGBC Member and Client Services).

1. Click on "Add a Contact". The system will prompt you to verify if the person you are trying to add to your roster already exists in our database (this is usually verified by an email address).

2. If the person does not have an existing profile in our system, you can proceed to create one for the individual.

- To remove an employee from your roster:
 - Find the individual on your company Roster.
 - Click "**Member**"
 - Select "**delete**"
 - The individual's profile will be removed from your company's roster, and they will no longer be able to access national CaGBC benefits through your company's membership.

Should you wish to update your Company or Organization's information (address, phone number, and/or website), please do so under "**Addresses**".

*Please note that editing the company's membership category and revenue classification can only be performed during the renewal process, or by contacting Sarah Miller in Member and Client Services.

For further assistance, please contact Customer Service at 866 941-1184 or by email at info@cagbc.org