Instructions to Update the Company Roster

1. Please login to your <u>NAWLA</u> account and navigate to **My Profile > Organizations.**



2. In Organizations, select Manage > Roster.

Account	Organizations 🍞 Purchases 🍺 Do	ocuments		
Organizations	Link Me to an Organization +			
	1 [1 to 2 out of 2 records]			
	Name	Relationship	Relationship Start Date	Manage
	North American Wholesaler Lumber Association	 North American Wholesaler Lumber Association is Employer of John 	5/2/2023	
		John is Member of North American Wholesaler Lumber Association		
	North American Wholesaler Lumber Association	North American Wholesaler Lumber Association is Primary Employer of John	5/1/2024	Mana
		John is Primary Contact of North American Wholeseler Lumber Association		

My Company

1 [1 to 1 out of 1 records]							
Name	City	State/Province	Email	Edit	Subsidiaries	Roster	
North American Wholesaler Lumber Association	Chicago	Illinois		Edit	Subsidiaries	Roster	
1							

3. In the top left corner, you will see a green "+ Company Member" button. Within this page, you can add and remove employees from Company's roster.

North American Wholesaler Lumber Association This page is for Primary Contact's to add and remove member's from your company roster.								
If you have questions, send us an email!								
+ Company Member								
Search for Company Member								
Name:		First M	First Name		ne			
Records Added Betw	veen:		And:	8				
Q. Search X Clear								
Click on any column header to sort the list based on that column.								
Record Number	First Name	Last Name	Title		Email Address	Record Added On	Actions	