

Managing your organization's CaGBC membership online is simple and easy! Please follow the instructions below to review your organization's membership. Should you encounter difficulties, please contact Sarah Miller, Client & Member Services, by email at info@cagbc.org or by phone at 1.866.941.8079.

- 1) Sign into the CaGBC website (www.cagbc.org) as the main contact for your company or organizational membership
- 2) Go to My CaGBC – My Profile
- 3) To review your company roster information, click on your Company name in your profile to be redirected to corporate membership information
- 4) On the Company Membership page, you can review the status of your membership (member number, paid through date, membership category, etc.)

You may also view your company roster on this page. To add a new member, 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. If they are, please contact Sarah by email to connect the person's profile to your organization's membership.

- 5) If the person doesn't have an existing profile in our system, you can proceed to create account for individual and link them to company account
- 6) To remove an employee from your roster, find the person's name on the roster list and click on the View Membership option. A new window will appear with the selected individual's information. To remove their profile from your roster, click on Delete. You will be prompted to confirm your selection (OK/No). To close the window, click the green Close button on the bottom right.
- 7) You may edit and update the address, phone number, and website for the organization on this page as well. Should you need to change your membership category or classification level, please contact Sarah as only CaGBC can adjust this information.