



## How to Manage the Corporate Profile for CAGBC Membership

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- ✓ Understanding profile structure
- ✓ See employee engagement activity
- ✓ Update company information
- ✓ Maintain the company roster
- ✓ Change the main contact (Company Administrator)
- ✓ Pay annual dues online

**\*If at any time you require assistance, please contact CAGBC Customer Service at [info@cagbc.org](mailto:info@cagbc.org) or 1.866.941.1184**

### **Understanding Profile Structure:**

CAGBC corporate members have a Canada Green Building Council profile for the company. The main contact for the membership is assigned the role of Company Administrator. This role has unique permissions and is responsible for maintaining the integrity of the company's corporate membership profile. As your company's main contact, the Company Administrator role has been added to your individual user-profile.

To access the Company Profile:

1. [Login](#) using your individual username and password.
2. Once on **MyCAGBC** page, select **My Profile**.
3. To proceed to the Company profile, **click on your company's name** hyperlinked in green under your name.

Staff create their own Individual member profiles and link them to the corporate profile, building the roster. Each employee has their own username and password. Employees are required to set up an individual profile, username and password in order to access member-only content and benefits.

### **See Employee Engagement Activity:**

Every time an employee uses a benefit, it will appear on their profile. A cumulative score of all employee activity will appear on your company's profile. This tool allows you to gauge your employees level of involvement with CAGBC initiatives and programs.

### **Update Company Information:**

1. Go to your Company's profile (see steps above).
2. Click the pencil icons in the respective area you would like to edit.
3. Save your changes.

Please [contact CAGBC Customer Service](#) to request:

- A company name change.
- An update of the corporate membership category.
- An update of your company's revenue classification.
- Changing the Company Administrator



### **Maintain the Company Roster:**

Anyone listed on your company roster can access the benefits associated with your company's CAGBC Corporate membership.

To remove someone from your roster:

1. Go to your Company's profile.
2. Click on **Member**, hyperlinked next to the name of the person to be removed.
3. A new window will pop-up, click **Delete** and confirm.
4. The profile will continue to exist in our system but will no longer be associated with your company.

To add someone to your roster:

We encourage your employees to create or add their existing CAGBC profiles to your company membership themselves. New individual CAGBC profiles can be created using [this form](#). This maintains the integrity of profile information, prevents duplicate profiles, conforms to CASL compliance and alleviates the administrative burden for your company.

### **Change the Main Contact (Company Administrator):**

Please contact CAGBC Customer Service with the name of the new main contact at [info@cagbc.org](mailto:info@cagbc.org).

### **Pay Annual Dues Online:**

1. Login to your individual profile via [My CAGBC](#), **click on your company's name** hyperlinked in green under your name.
2. Click the **Renew Now** button on the left.
3. Proceed as prompted.
4. Online payment system accepts both Visa and Mastercard.

For further assistance, please contact CaGBC Customer Service at [info@cagbc.org](mailto:info@cagbc.org) or by phone 1.866.941.1184.