

How to Update Your Member Records

Your organization's Member Record is the key to who has access to your member benefits. Remember, every employee and board member is a member. We encourage you to make sure your list is current and does not have inactive representatives listed.

NOTE: Only the Primary and Billing Contact, or a person identified by the Primary Contact, can access and update these records. Please contact info@npconnect.org for help activating this option.

Log in to the [Member Information Center](#), and click **Company Information**

Under **Organization Information, update your organization's general information. Always hit **SAVE** at the bottom of each page after every change.**

Under **Employees** update your list of team members. All your staff members and board members can use Nonprofit Connect benefits, so please add them. ***Please don't overwrite old employees with new employees.** Instead, click on the box next to the name and use the **Deactivate Selected Reps** button to deactivate prior employees. Use the Add Employee/Rep button to add new employees. These are located at the bottom of this page.

☐ Amy Fennesy	Director of Membership	No	(816) 888-5602	afennesy@npconnect.org
☐ Nonprofit Connect Finance		No	(816) 888-5600	finance@npconnect.org
☐ Jeremiah Hall	Director of Finance and Operations	No	(816) 888-5600	jhall@npconnect.org
☐ Chad Harris	President & CEO	No	(816) 888-5601	charris@npconnect.org

When adding new team members, **make sure to check the box next to Login Access** at the bottom of the page before saving the Employee/Rep record. This ensures the new team member receives an email invitation to create their own login credentials. Each person should have their own login.

Login Access

☐ Email an invitation to this employee/representative, allowing them to create a username and password for access to this site.
(requires a valid email address to be entered)

Save Employee/Rep

Cancel

To list an employee on your [Member Directory Profile](#) page, click on the employee's name, then the Display Preferences. The Rep/Contact Info is toward the bottom of the page.

Categories	☐ Nonprofit Connect Events	No	(816) 888-5600	events@npconnect.org
Additional Information	☐ Amy Fennesy	Director of Membership	No	(816) 888-5602
				afennesy@npconnect.org

Profile

Username / Password

Photo

Groups/Interests

Social Networks

Display Preferences

Additional Information

My Preferences

Select which items should display for the public :

Public	Members	
☒	☒	Allow my information to b
☒	☒	Full Name (prefix, middle
☒	☒	Job Title
☒	☒	Email Address
☒	☒	Work Phone

You have the option of having this information visible on the Member Directory page or just for other members to see. Always hit **SAVE** at the bottom of each page after every change.

Under **Personal**, please forward this information to the other active representatives listed on the membership so they can update their own information including photo, list of Groups/Interests, and Display Preferences. The Employee/Rep manages this information.

Personal

Save Changes Clear Changes

My Profile

Prefix:

Greeting:

First Name:

Job Title:

Middle Name:

Contact Preference:

Last Name:

Phone Preference:

Please contact [Nonprofit Connect](#) with any questions about updating your Member Profile.