

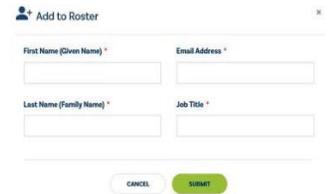
How To Assign Membership To Your Team

This quick guide will help you add individuals to your organization’s roster and activate their membership.

Just renewed group membership? The steps to assign membership slots **MUST** be completed at every renewal to activate your team members' for the new term!

1. Log into The IIA [Admin Portal](#).
2. Add New Individuals to the Account Roster.

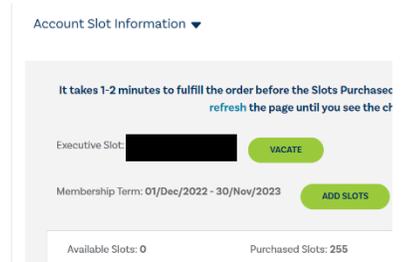
- On the dashboard, navigate to “Account Management” and click on **Account Roster**.
- Click on the green **Add to Roster** button.
- Complete the required fields with the individual’s information and click **Submit**.



Please verify if the individual has held a previous membership; and if yes, confirm the existing primary email on their account. If they are registered with a different email, the system will create a new profile and will **NOT** link their certifications and membership history.
If a team-member reports having two profiles, direct them to email CustomerRelations@theiia.org for an account merge request.

3. Verify Available Slots

- On the dashboard, navigate to “Group Membership” and click on **Manage Slots**.
- Under “Account Slot Information”, review Membership Term and Available Slots.
**Membership Slots are one-time use and *non-transferrable*.
If 0 membership slots are available, prorated slots can be purchased through “Add Slots”.



4. Assign Membership Slots

- On “Manage Slots” page, scroll down on the page to **Roster** and click the radio button next to the name of the individuals(s).
- Click **Assign Slot**.

