



Adding Users to a Membership

For Company Admins Only

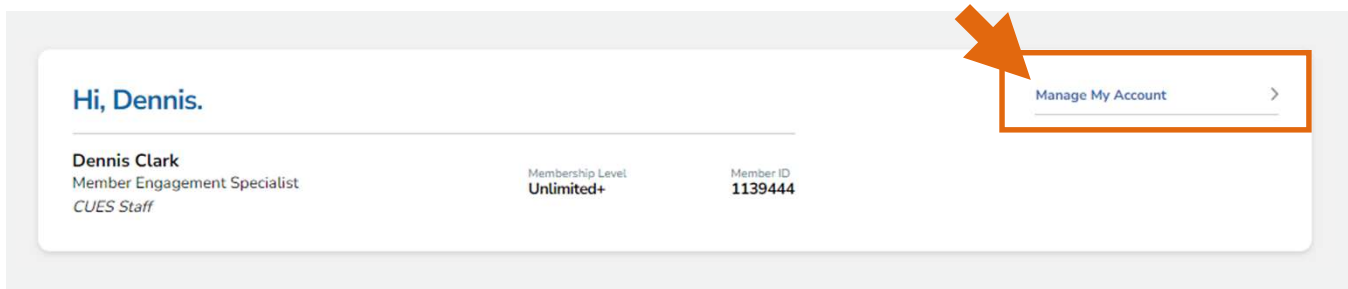
Adding Users to a Membership

This process is for individuals already in the CUES System. This will trigger a welcome email from CUES to everyone added to the membership.

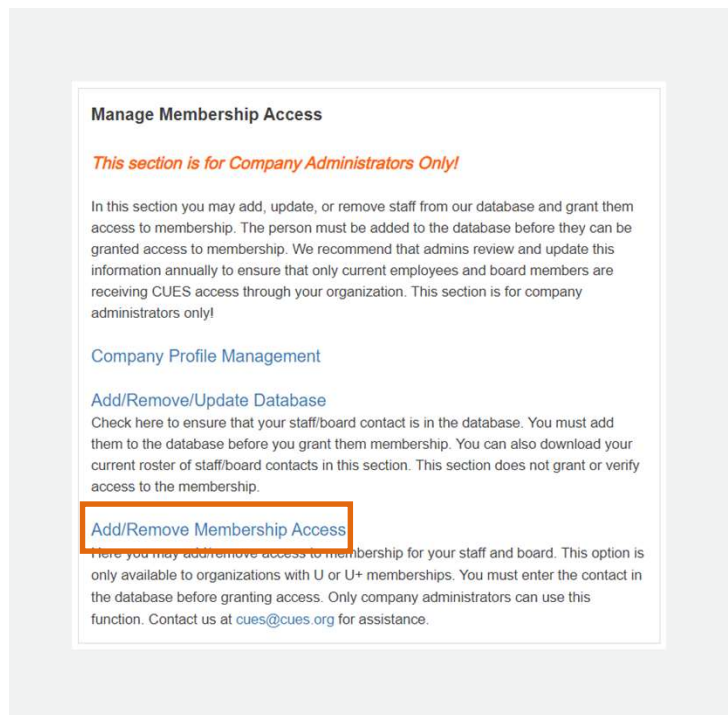
PROCESS

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1. Once you are logged into cues.org, you'll be in the myCUES Dashboard. From here, click "Manage My Account".











2. Scroll down to the "Manage Membership Access" section and click "Add/Remove Membership Access".



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PROCESS (cont.)

- This page will list all current members included in your membership. To add someone who is not yet a member, click the plus sign (+) under 'Add/Remove'. *This first section is for staff, if you need to add a board member scroll down to CU Board/Volunteer section and follow the same steps.

Membership : CUES Relationship : CU Staff		Included with Membership : Unlimited Maximum Slots Allowed : Unlimited	
Add/Remove	Member ↑	Start Date	
		- empty included slot -	
	Adam Smith	01/04/2024	
	Alyssa Hulka	08/18/2021	
	Art Chamberlain	10/22/2020	
	Brendan Armstrong	09/11/2023	
	Brian Cacic, CEM	10/09/2018	
	Carla Trager, CEM	01/10/2019	
	Carolyn L. Cereghino, CCD ACCD	10/08/2018	

- A new list will appear with everyone on file at CUES for your credit union. The last column, 'Already a Member?' will indicate who current members are. To add a new member, click the check box next to their Customer ID, you may select multiple at a time (please only do staff at one time, and board at another).

Select New Member

Select New Members

Show entries

Search:

Selected	Customer ID	Name	City	State	Postal Code	Already Member?
<input type="checkbox"/>	1000159	Dawn Abely, CUDE	Greer	SC	29651-1441	Yes
<input type="checkbox"/>	1091608	Temp Account	Madison	WI	53708-0167	Yes
<input type="checkbox"/>	1175905	Julia Alejandre	Madison	WI	53708-0167	Yes
<input type="checkbox"/>	1078471	Lynn D Anderson	Madison	WI	53708-0167	Yes
<input type="checkbox"/>	1151002	Brendan Armstrong	Madison	WI	53708-0167	Yes
<input type="checkbox"/>	1078553	Worker Bee	Madison	WI	53708-0167	Yes

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PROCESS (cont.)

- Once you have selected everyone to add to the membership, select the correct Relationship Type (CU Staff for staff members and CU Board/Volunteers for board members). Then, click Add to Membership.

