



Creating a New Account

For Company Admins Only

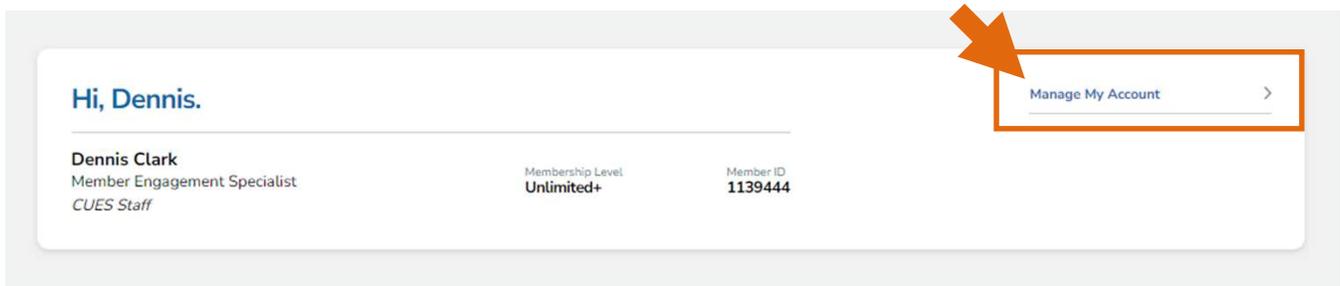
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The process below is only to create a new account/for adding to the CUES system. This does not trigger membership. To add someone to the membership, see the ‘Adding Members to an Unlimited/Unlimited+ Membership in the Member Help Center.

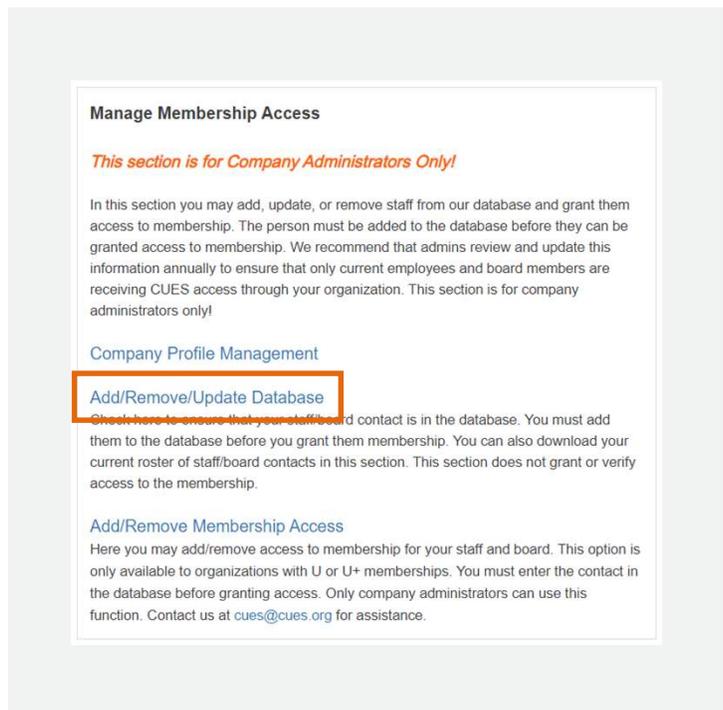
PROCESS

For company admins only

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/Update Database”.



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PROCESS (cont.)

3. Ensure the individual is not already included in the list on the left-hand side of the page. If they are not, click the plus sign (+) at the top-right of the page.

Manage All Employees
CUES Staff

EMPLOYEES [Export](#)

Dawn Abely, CUDE [Remove]	⊖
ID 1000159	
Temp Account [Remove]	⊖
ID 1091608	
Lynn D Anderson [Remove]	⊖
ID 1078471	
Brendan Armstrong [Remove]	⊖
ID 1151002	
Worker Bee [Remove]	⊖
ID 1078553	
Teresa Brogan [Remove]	⊖
ID 0226530	
Cosmo Brown [Remove]	⊖
ID 1078361	
Reinhardt Buddlemeier [Remove]	⊖
ID 0013594	
Brian Cacic CEM [Remove]	⊖
ID 1074647	
Cheshire Cat [Remove]	⊖

Worker Bee
ID 1078553

First Name*

Middle Name

Last Name*

Suffix

Nickname*

4. Enter the individual's information. Everything with a red asterisk is required but we do ask for as much information as possible. Once entered click "Save" at the very bottom of the page.

Note: if you do not enter anything for address/phone CUES will use the CU's information.

PO Address

Street 1: Street 2: Street 3:

City: State/Province: Postal Code: Country: