



## Company Admin How-to Document

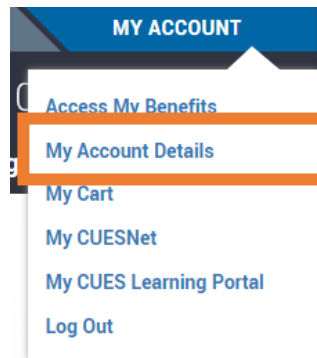
### Adding Members to an Unlimited/Unlimited+ Membership

**Purpose:** To add individuals already in the CUES system to a group membership. This process will trigger a welcome email from CUES to everyone added to the membership.

*\*This process is for CUES group membership company admins only.*

**Process:** This process is to be completed once an individual is added to the CUES system. To add someone to the system, please see the [CUES Member Help Center](#) guide 'Creating a New Account'.

1. Once you are logged in to cues.org, click 'My Account', then 'My Account Details'.



2. Scroll down to the 'Employee/Board and Membership Management' section and click 'Add Employees/Board to Unlimited or Unlimited+ Memberships'.

#### Employee/Board and Membership Management

*This section is for Company Administrators Only!*

[Company Profile Management](#)

[Employee Information Management](#)

[Add Employees/Board to Unlimited or Unlimited+ Memberships](#)

manage your staff/director access by adding and removing members to/from your Unlimited or Unlimited+ memberships. You may also grant access to magazine subscriptions on this page. Please contact 608.271.2664 if you are a company administrator that cannot access this function.

- 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.

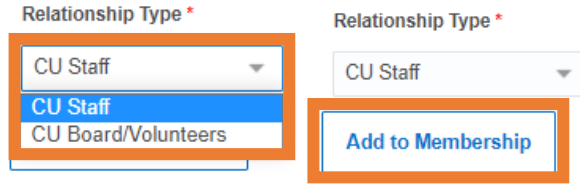
**Current Membership Relationships**

Membership : CUES Relationship : CU Staff		Included with Membership : Unlimited Maximum Slots Allowed : Unlimited	
Add/Remove	Member	Start Date	
+	- empty included slot -		
-	Alyssa Hulka	08/18/2021	
-	Art Chamberlain	10/22/2020	
Membership : CUES Relationship : CU Board/Volunteers		Included with Membership : Unlimited Maximum Slots Allowed : Unlimited	
Add/Remove	Member	Start Date	
+	- empty included slot -		
-	Cheshire Cat	06/30/2020	
-	Clarabelle Cow	06/30/2020	

- 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).

Selected	Customer ID	Name	City	State	Postal Code	Already Member?
<input type="checkbox"/>	1000159	Dawn Abely CUDE	Madison	CT	06443-3300	Yes
<input type="checkbox"/>	1091608	Temp Account	Madison	WI	53708-0167	Yes
<input type="checkbox"/>	1078471	Lynn Anderson	Madison	WI	53708-0167	Yes
<input checked="" type="checkbox"/>	1078493	Karen Bankston	Eugene	OR	97402-4031	No
<input type="checkbox"/>	1078553	Worker Bee	Madison	WI	53708-0167	Yes

- 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.



Relationship Type \*

CU Staff

CU Staff

CU Board/Volunteers

Relationship Type \*

CU Staff

Add to Membership

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