



Company Admin How-to Document

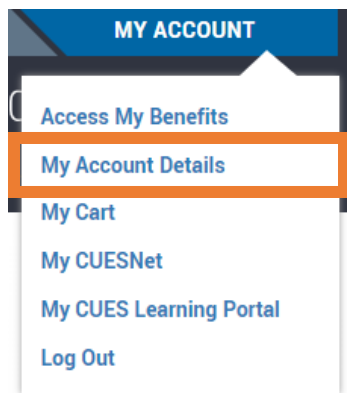
Creating a New Account

Purpose: To add a new individual into the CUES system. The process below is only to create a new account/for adding to the CUES system. This does not trigger the membership. To add someone to the membership, see the 'Adding Members to an Unlimited/Unlimited+ Membership in the [Member Help Center](#).

**This process is for company admins only.*

Process:

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



2. Now, scroll down to the 'Employee/board and Membership Management' section and click 'Employee Information Management'.

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.

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 Anderson [Remove] ID 1078471
- Karen Bankston [Remove] ID 1078493
- Worker Bee [Remove] ID 1078553

Prefix
Please Select

First Name*

Middle Name

Last Name*

Title*

Position Level*
Manager

Department*
Please Select

Suffix
Please Select

Nickname*

Email Address
Email:*

Department* is required.

4. Now, enter the individual's information. Everything with a red asterisk is required. Click 'Save'.
 - Required fields: First, last and nickname, title, position level, department (choose the best fit), and email address.
**Note: Phone number and address are not required. If you do not add anything here, CUES will use the credit union's headquarters information.*

First Name*

Middle Name

Last Name*

Suffix
Please Select

Nickname*

Title*

Position Level*
Manager

Department*
Please Select

Department* is required.

Email Address
Email:*

Direct Phone Line

Phone: Ext:

PO Address

Street 1: Street 2: Street 3:

City: State/Province: Postal Code: Country:

5. The individual will now show on the list on the left-hand side of the page.
6. To add this person to the membership, please see 'Adding Members to an Unlimited/Unlimited+ Membership' in the [Member Help Center](#).



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