



Company Admin How-to Document

Managing Print Copies of CU Management Magazine

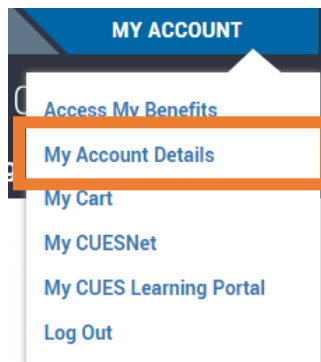
Purpose: *To designate which members will receive a print copy of CU Management Magazine. Unlimited and Unlimited+ memberships are allotted 20 print copies of CU Management Magazine each month. This can be changed as needed.*

**Changes for the next month should be made prior to the 6th of each month.*

Process:

To complete the steps below, you must have admin rights for cues.org.

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 'Add Employees/Board to Unlimited or Unlimited+ Membership'.

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 show you a list of your current members. In order for someone to receive the magazine, they must be included in the membership.
**To add someone to the membership, please see 'Adding Members to an Unlimited/Unlimited+ Membership' in the [Member Help Center](#).*

Current Membership Relationships

Membership : CUES Relationship : CU Staff		Included with Membership : Unlimited Maximum Slots Allowed : Unlimited	
Add/Remove	Member	Start Date	
<input type="checkbox"/>		- empty included slot -	
<input type="checkbox"/>	Alyssa Hulka	08/18/2021	
<input type="checkbox"/>	Art Chamberlain	10/22/2020	

- Above the member list, is a link to access the magazine subscriptions. Click 'click here'.

Your credit union receives up to 20 print copies of CU Management Magazine with your membership. Please [click here](#) to assign subscriptions to your staff/directors.

Current Membership Relationships

Membership : CUES
Relationship : CU Staff

Included with Membership : Unlimited
Maximum Slots Allowed : Unlimited

- If anyone is currently receiving a magazine, they will have a check mark selected next to their name. To initiate the magazine subscription for an individual, select the check box by their name. To stop the magazine subscription, uncheck the check box by their name.

Select All	Member	Title
<input checked="" type="checkbox"/>	Dawn Abely CUDE	SVP/Chief Memb Rel/Sales Ofcr
<input type="checkbox"/>	Lynn Anderson	VP/Administration
<input type="checkbox"/>	Worker Bee	VP/Administration
<input type="checkbox"/>	Tracy Betts	CEO/Owner
<input type="checkbox"/>	Teresa Brogan	Executive Education Specialist
<input type="checkbox"/>	Brian Cacic CEM	Manager Member Relations & Sales - Mid-States
<input type="checkbox"/>	Cheshire Cat	VP/Branch Offices
<input checked="" type="checkbox"/>	Carolyn L Cereghino	Director/Sales/Member Relations/West

6. Once your selections are made, click Save at the bottom of the page.

Save

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Email: cues@cues.org | Phone: US: [608.271.2664](tel:608.271.2664) or [800.252.2664](tel:800.252.2664), opt. 2; Canada Tel: [604.347.7097](tel:604.347.7097)