



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, you'll be in the myCUES Dashboard. From here, click 'Manage My Account'.

Hi, Laura.

Laura Gibbs
Member Engagement Manager
CUES Staff

Membership Level
Unlimited+

Member ID
1081755

Manage My Account >

2. Now, scroll down to the 'Manage Membership Access' section and click 'Add/Remove Membership Access'.

Manage Membership Access

This section is for Company Administrators Only!

In this section you may add, update, or remove staff from our database and grant them access to membership. The person must be added to the database before they can be granted access to membership. We recommend that admins review and update this information annually to ensure that only current employees and board members are receiving CUES access through your organization. This section is for company administrators only!

Company Profile Management

Add/Remove/Update Database

Check here to ensure that your staff/board contact is in the database. You must add them to the database before you grant them membership. You can also download your current roster of staff/board contacts in this section. This section does not grant or verify access to the membership.

Add/Remove Membership Access

Here you may determine access to membership or magazine subscriptions for your staff and board. This option is only available to organizations with U or U+ memberships. You must enter the contact in the database before granting access. Only company administrators can use this function. Contact us at cues@cues.org for assistance.

- 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	
	- empty included slot -		
	Alyssa Hulka	08/18/2021	
	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	
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- 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)