

How to Add a Team Member to Your Company-Wide Membership

1. These instructions apply to PRIMARY REPRESENTATIVES only.
2. Log into your account at www.lamerg.com.
3. Click on your name in the upper right corner and choose "View Profile."
4. Scroll down to the heading "Bundle summary" and click "Add Member."

The screenshot shows the LAMERG website interface. At the top right, a search bar contains the text "Enter search string". Below it, the user's name "Melissa Glatz" is displayed next to a profile icon, which is circled in red. The navigation menu includes "HOME", "EVENTS", "NEWS", "JOIN US", "ABOUT US", "CONTACT", and "MEMBERS ONLY". The breadcrumb trail shows "Home » My profile". The main heading is "My profile", with an "Edit profile" button and a link to "My directory profile". Below this are links for "Profile", "Privacy", "Email subscriptions", and "Invoices and payments" (with a warning icon). The "Membership details" section shows: "Membership level: Company-wide membership - \$7,000.00 (USD)", "Bundle (unlimited)", "Subscription period: 1 year", "No recurring payments", and "Stop recurring payments to change level or renew manually.". "Membership status: Active", "Member since: Tuesday, October 27, 2015", and "Renewal due on: Friday, December 01, 2017". A button below this says "Renew to Saturday, December 01, 2018". The "Bundle summary" section shows "Used so far: 3" and "Your members: Diane Gilbert, Steven Gilbert". A button labeled "Add member" is circled in red. At the bottom, "User ID: 30411598" and "First name: Melissa" are listed.