Review Organizational Participation

The instructions below will help the "main" ACWA Member manage who from their organization is participating in ACWA.

Step 1. Go to ACWA's Member365 portal (https://acwa.member365.com/). Your login username and password were provided by the Member365 system via email. If you do not have that original email please contact memberservices@acwa-us.org.

Step 2. To remove employees that have retired or have moved on to other priorities, scroll down the **Dashboard** page, find **Employee Accounts** on the right-hand side, and select **100 records per page**. This will allow you to see everyone in the system associated with your organization. From here, you can remove people them from the organizational list by clicking on the trashcan to the left and delete their contact details or simply notify ACWA staff (memberservices@acwa-us.org) and we can do it for you.

Step 3. To add new employees to the ACWA system, scroll down the **Dashboard** page, find **Employee Accounts** on the right-hand side, and select **Create Employee Account**. A new dialogue box will pop up allowing you to copy/paste a single email address. Then select **Create Account** and the email recipient will be prompted to create a new profile. The new employee must let ACWA staff (memberservices@acwa-us.org) know which Committees and Workgroup they wish to participate on.