

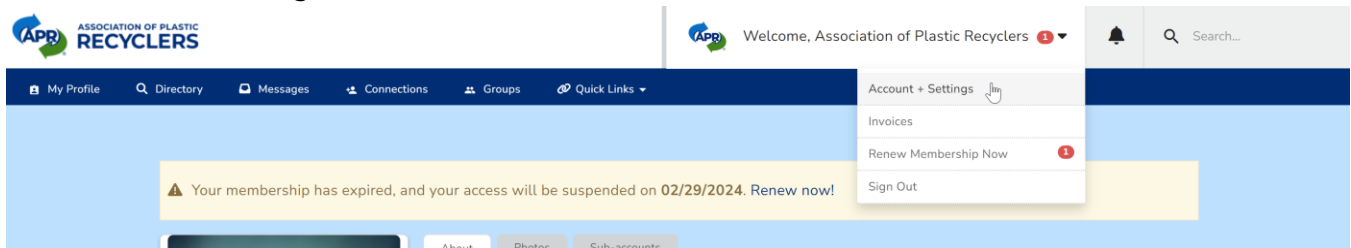
User Management

Step 1

[Log in](#) to your membership account and click “my profile” at the top of the page.

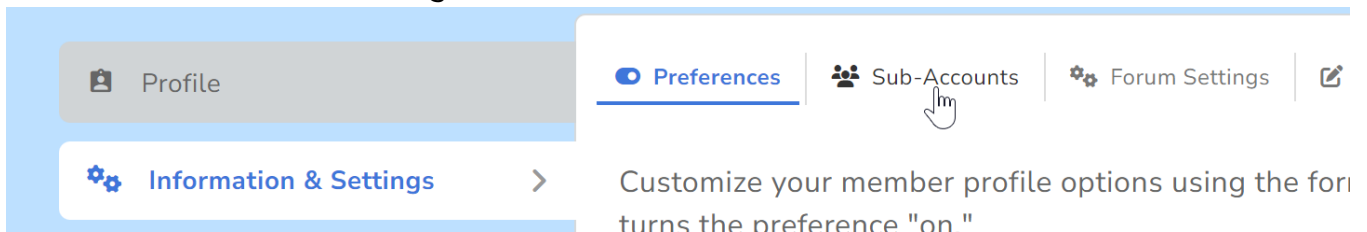
Step 2

At the top of your profile, click the drop down arrow at the top right of the screen and select “Account and Settings”



Step 3

Click on “Information & Settings” and then “Sub-Accounts.”



Here, you'll see how many seats you have available under your membership, and a number of options for adding users to your membership.

The easiest and most efficient way to add a new member is to copy the URL under “Your Sub-Accounts Direct Link.” Send this link directly to the user you want to add and they will be able to create their own account.

At the bottom of the page here you can remove any sub-accounts that are no longer active by clicking the red X button next to their name.

Questions? Email jill@plasticsrecycling.org