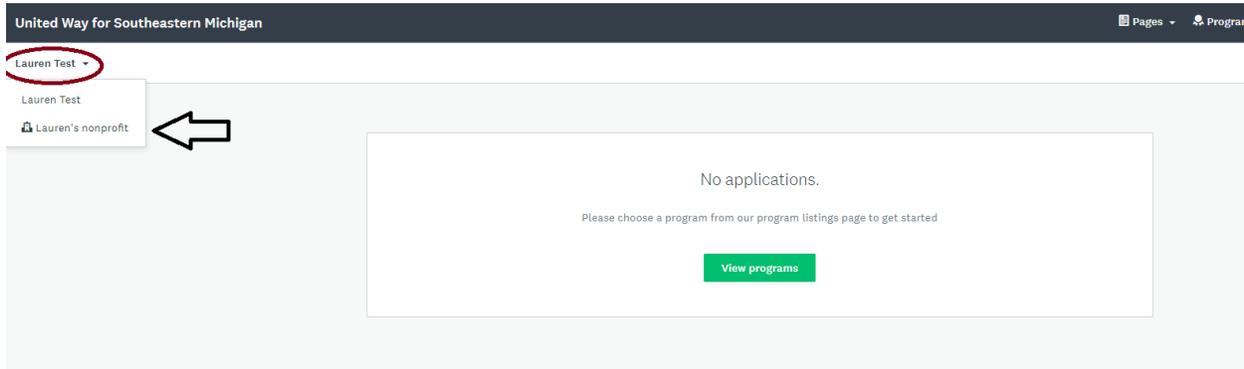
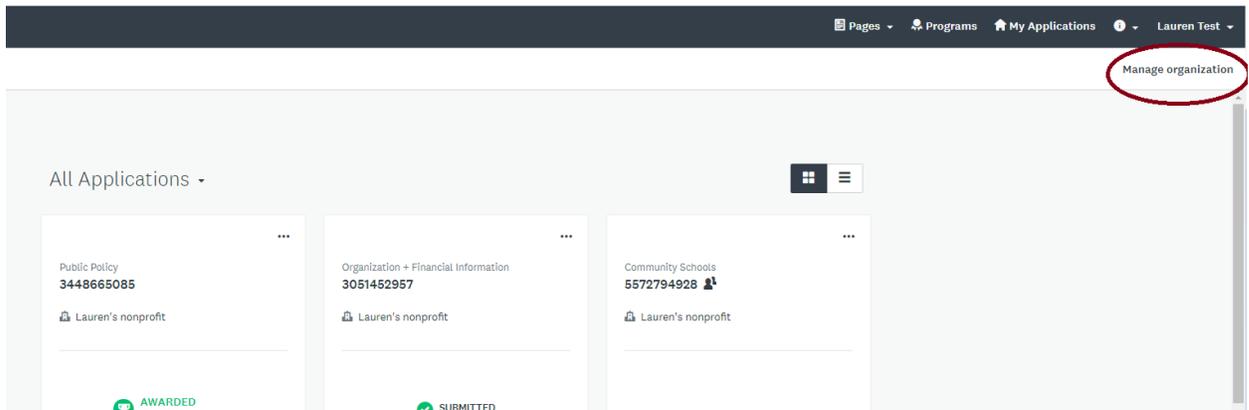


How to Add Individuals to Your Organization's Account

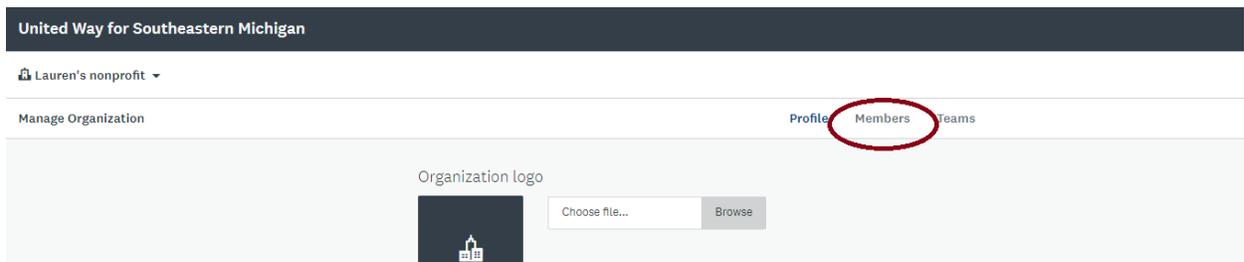
1. Log into your organization's primary administrator SMA profile, locate your name in the top left corner and select the small down arrow. A drop-down box will appear with your organization name – select your organization.



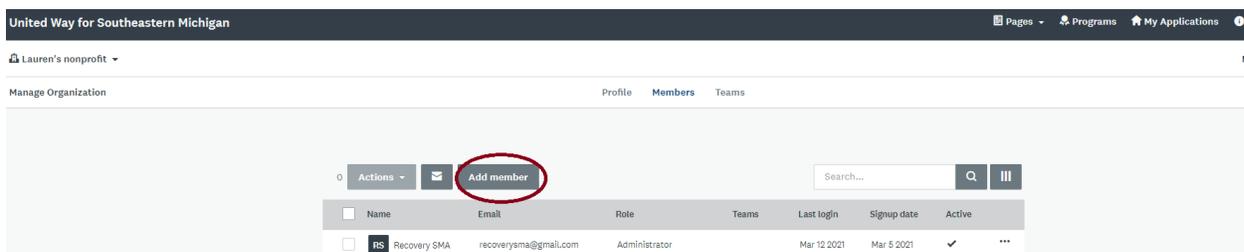
2. A new page will load with your organization's active grant applications. In the top right corner of the screen, select the button "Manage Organization".



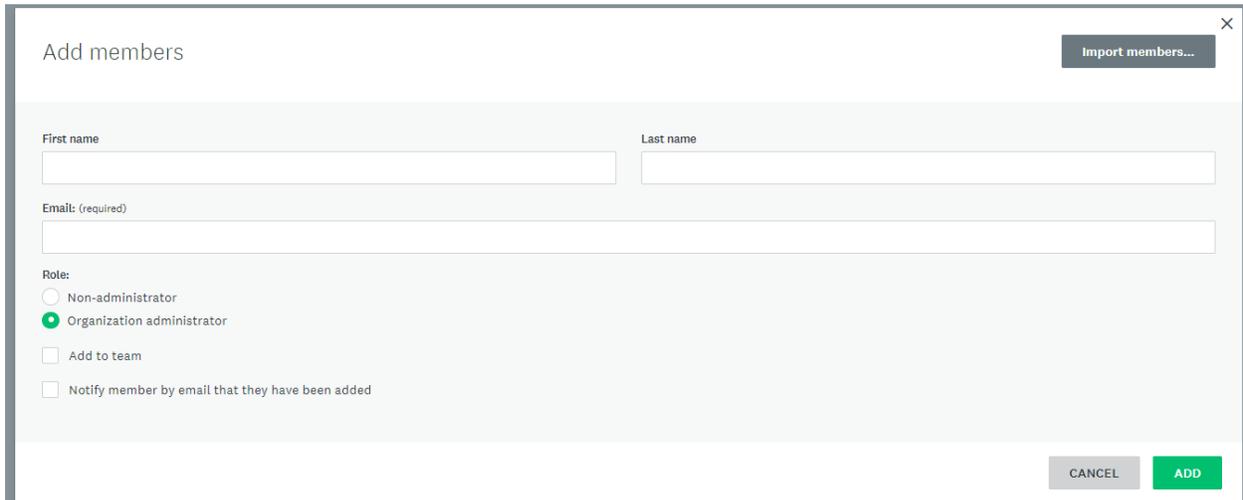
3. Select the Members Tab.



4. Select "Add Member".



5. A pop-up box will open, complete the details with First/Last Name, Email, and Role, then select ADD.
 - a. If this individual will actively be applying or completing reports for the organization, designate them as an "Organization Administrator".



The screenshot shows a 'Add members' pop-up window. At the top left is the title 'Add members' and at the top right is a close button 'X' and an 'Import members...' button. The form contains the following fields and options:

- First name:** A text input field.
- Last name:** A text input field.
- Email: (required):** A text input field.
- Role:** Two radio button options: 'Non-administrator' (unselected) and 'Organization administrator' (selected).
- Add to team:** A checkbox (unselected).
- Notify member by email that they have been added:** A checkbox (unselected).

At the bottom right of the form are two buttons: 'CANCEL' (disabled) and 'ADD' (active).

6. The newly added team member will receive an email from Smapply indicating they have been added to the organization. Additionally, the email will house a link that will take the new user to a page to finalize their account set up through establishing a password.
 - a. Keep an eye out in your junk/spam inbox as many times SMApply emails tend to get mistakenly flagged.