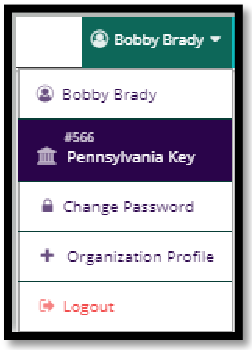
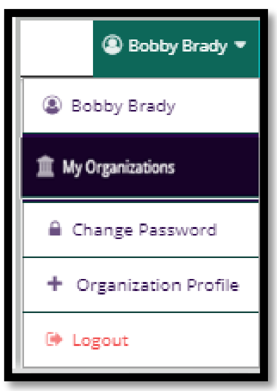
HOW TO ADD STAFF TO ORGANIZATION

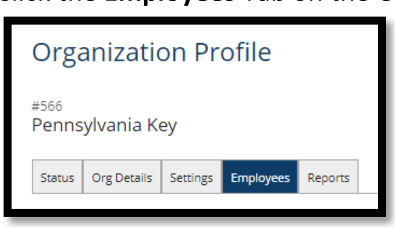
1. a. Click on the tab with the name of your organization in the drop-down menu under your name in the top right corner of the home screen.



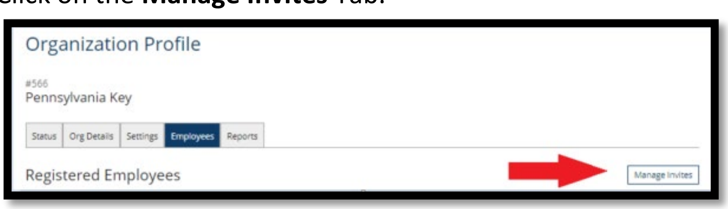
b. If you are the Director/Administrator of multiple organizations/programs, click on the **My Organizations** tab in the same drop-down menu as shown above and then select the appropriate organization/program.



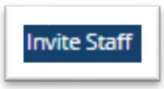
2. Click the **Employees** Tab on the Organization Profile Page.



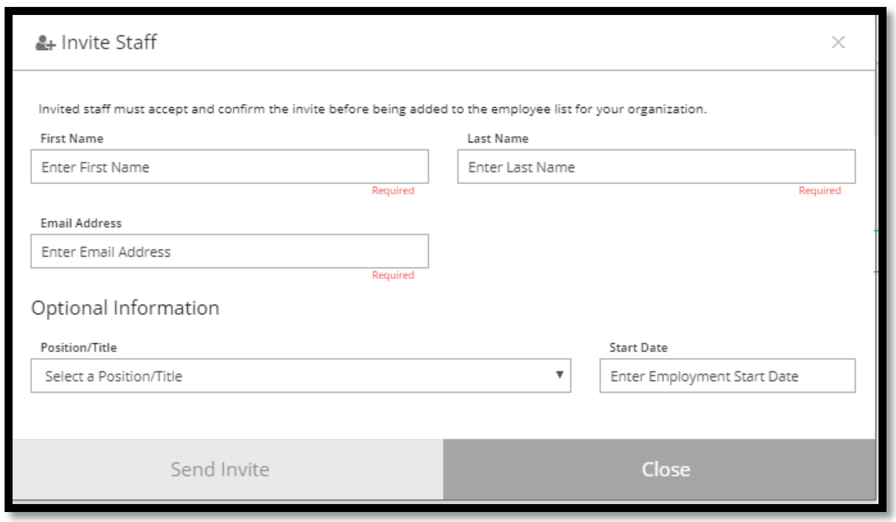
3. Click on the **Manage Invites** Tab.



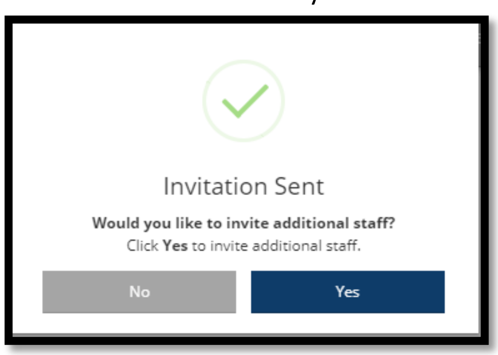
4. Click the blue **Invite Staff** tab.



5. Complete the information on the pop-up screen and click **Send Invite**.

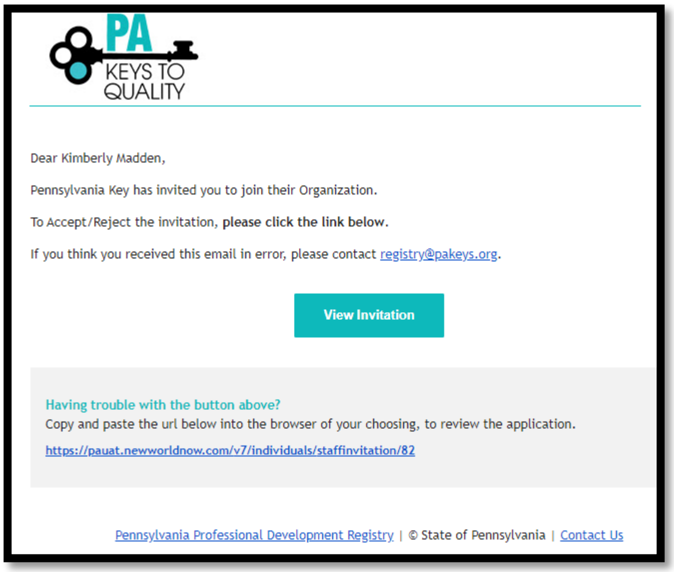


6. The next screen will ask if you want to invite other staff. Select **Yes** or **No**.

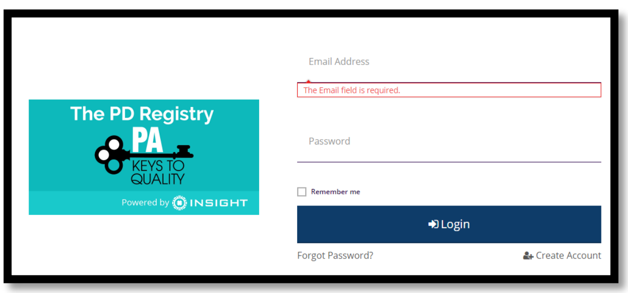


Steps 7-11 are to be completed by the employee through an email link.

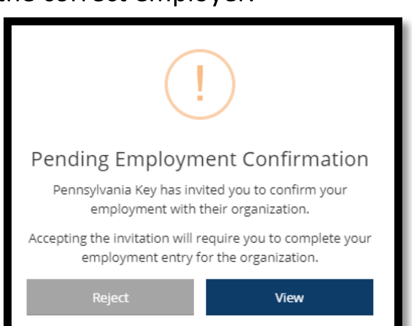
7. An email will be sent to your employee. They will need to click the teal **View Invitation** tab within the email to accept or reject the invitation.



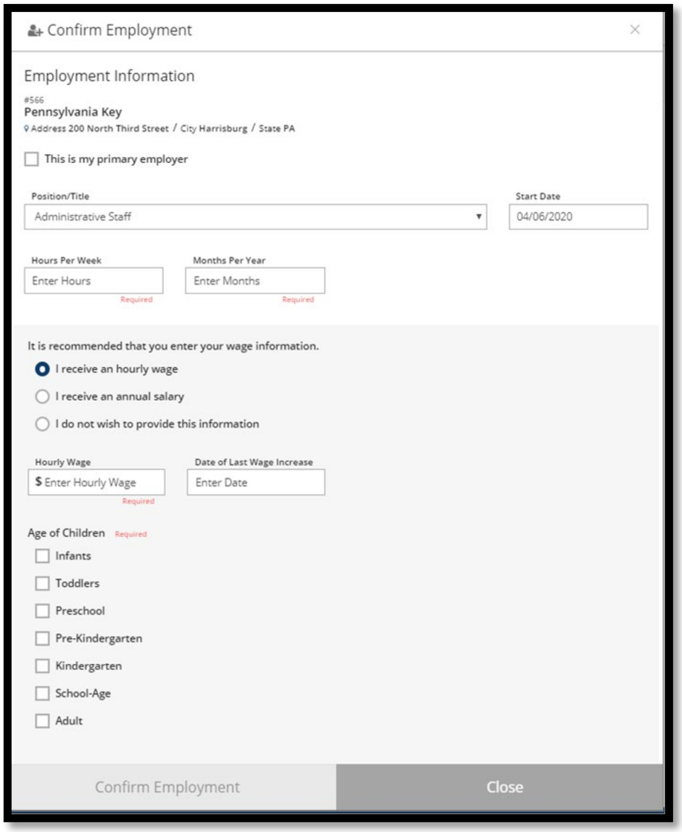
8. They will be promoted to enter their email and password to access the PD Registry from the email link.



9. A message will appear to **Reject** or **View** the employment to the organization. Click **View** if this is the correct employer.



10. The staff member will make sure information is correct and add any information that has not already been updated such as position/title, start date, hours worked per week, hours worked per year, wage, and ages of children. Once information is complete, click on **Confirm Employment**.



11. Confirm employment in the last step and the organization Administrator/Director will verify information entered. Click **Yes**.