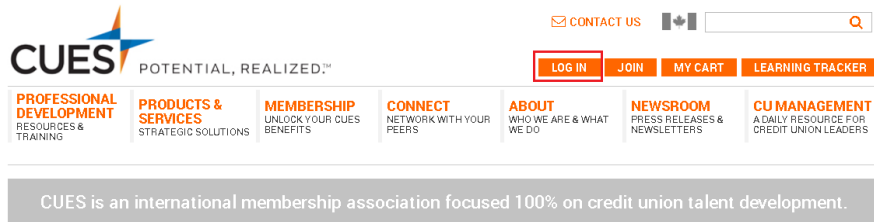


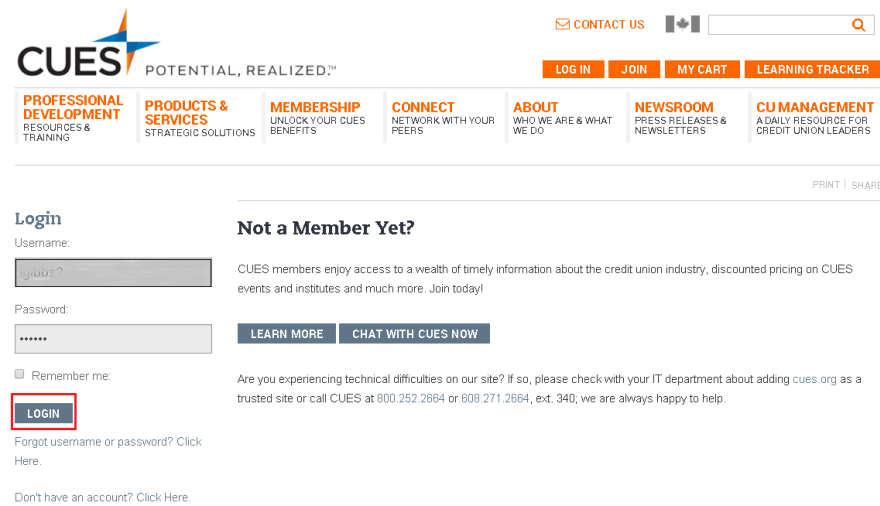
Adding an Individual to the CUES System

Purpose: To add an individual into the CUES system. This procedure is not adding a someone into a group membership – this is simply to add someone into our system, whether they will be a member or not. To manage your membership, please see the procedure Adding/Removing Members into Your Group Membership.

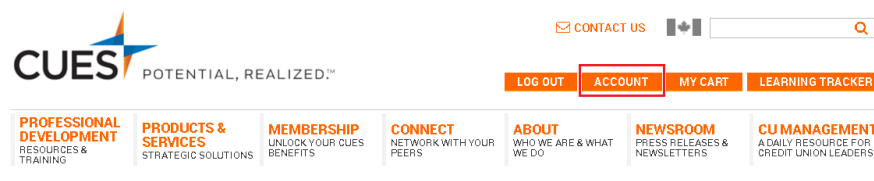
1. Go to www.cues.org
2. Click LOG IN



3. Enter your user name and password, then click LOGIN



4. Once logged in, click ACCOUNT



5. Under Company & Employee Administration, click Employee Information Management

Contact Information

Laura Gibbs
Online Community Engagement Administrator
CUES Staff
PO Box 14167
Madison, WI 53708-0167

[Update Your Information](#)

My Memberships

CUES - Unlimited Plus

[Membership Directory Search](#)

Interests

Laura, what are you most interested in?

[My Interests](#)

Password Settings

Customer ID: 1081755

[Login & Password Settings](#)

My Employment Info

Employer: CUES Staff

[Update Title & Employment Information](#)

Employee/Board and Membership Management

This section is for Company Administrators Only!

[Company Profile Management](#)

[Employee Information Management](#)

[Add Employees/Board to Unlimited or Unlimited+ Memberships](#)
Manage your staff/director access by adding and removing members to/from your Unlimited or Unlimited+ memberships. You may also grant access to magazine subscriptions on this page. Please contact 608.271.2664 ext. 340 if you are a company administrator that cannot access this function.

6. This page will show you everyone we have on file for your credit union. If you do not find the person you are looking for, scroll to the bottom of the page and click “Add a New Employee”.

[Add a New Employee](#)

[Download to Excel](#)

Correct

7. Fill out the individual’s information – we require First Name, Last Name, Title, Title Code (this code should match as closely as possible to the title), and Email Address, and Address. Click Save.

First Name*

Middle Name

Last Name*

Suffix Please Select

Nickname*

Title*

Title Code* Specify a Title Code...

Employment End Date

Email Address

Email*

Direct Phone Line

Phone:

Ext:

PO Address

Street 1:

Street 2:

Street 3:

City:

State/Province: Choose Any State/Province

Postal Code:

Country: United States of America

Save Reset

8. You will then be routed back to the Employee Information Management Page and will now see the new person's name on the list of staff/board.
9. To add additional people, complete steps 6-7.

If you have any questions or concerns, please contact Member Engagement.

Phone: 800.252.2664 (or 608.271.2664) ext. 340

Email: membership@cues.org