# 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.
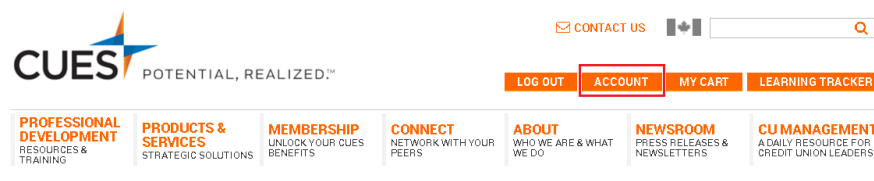
1. Go to www.cues.org
2. Click LOG IN
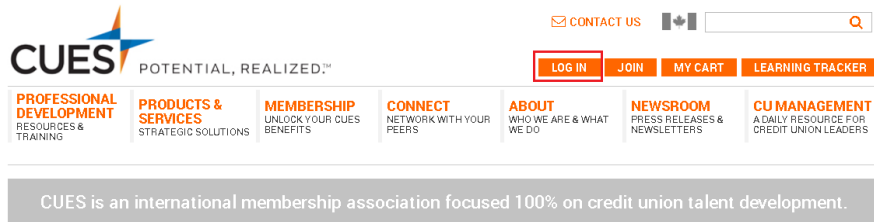
3. Enter your user name and password, then click LOGIN
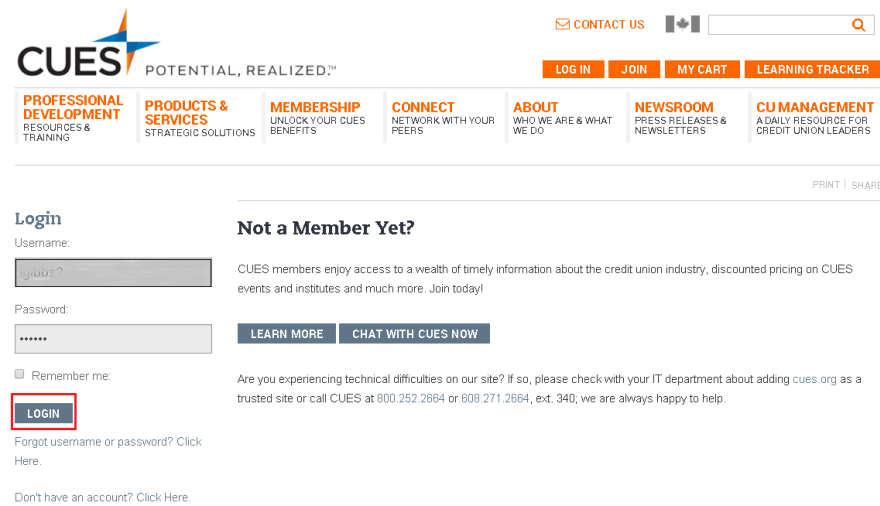
4. Once logged in, click ACCOUNT

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

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".

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