

## Adding Staff Contacts to Your NSGA Membership Option 2: Alerting NSGA of New Member Contacts

1. Log into your account on [nsga.org](https://nsga.org).
  - a. If you need to create an account please follow these [step-by-step instructions here](#).
2. Go to the Member-Only Resources page and click on “Fill Out Your Member Profile.”



3. Type in the name, title and email of the staff members you would like to add to your account.

Please check all business services you are interested in:

Shipping  Credit card processing

Insurance liability  Business resource software

Cybersecurity  Job posting  Employee benefits

Email marketing  Web design and hosting

Promotional financing

I would like to add staff members to my NSGA membership.

Yes  No

Enter the NAME, TITLE and EMAIL of the staff members you would like to add to your membership:

4. NSGA will add the staff to your account and email them individually with the step-by-step instructions on how to log into the site to access their online member benefits.