

# Managing membership is easy online

## Start at: [www.sima.org/update2016](http://www.sima.org/update2016) →



**Update Today**

**Check and update your profile** by February 15th, 2017 to receive a coupon for a **free course in the Training Center**, a \$69 value. Your profile powers 'Find a Member' at [sima.org](http://sima.org) and it drives delivery of all of your membership benefits.

**Need help?** No problem. Give us a call at: 414-375-1940

**1** Log in and click your organization's profile link (A), and then 'Edit My Information' (B) and make your updates. Forgot your password? Request it with the 'Forgot Password' link.



**2** Next, click 'Manage Organization Contacts'. To distribute training benefits, you'll need to have all your contacts listed here. Add anyone who isn't listed.



**3** Use the 'change relationship' link to put in an 'end date' for anyone who isn't with your team anymore. Please **DON'T** delete them.

Relationship			
Billing Contact	(edit)	(change relationship)	(delete)
Secondary Contact	(edit)	(change relationship)	(delete)
Primary Contact	(edit)	(change relationship)	
Secondary Contact	(edit)	(change relationship)	(delete)