

## **Login Instructions**

The South Bay Industrial Claims Association is pleased to announce our new website. The website is interactive and will allow you to register for events, renew or sign-up for membership and much more.

As a member you will need a password to access the site.

## **Corporate Memberships**

As a corporate member all employees of your company are members of SBICA **Administrator**.

Each corporate membership has a **designated employee** who is the **Administrator**. They are responsible for updating the members as needed. The **Administrator** can login into his/her own profile as well as manage the **employees** and their profiles. Each **employee** can also login into his/her own profile to make updates - just like individual members.

Don't worry, if you would like someone else in your company to be the **Administrator**, contact Andrea Collins at [andrea@sbica.org](mailto:andrea@sbica.org) or 408 296-1348 and we will change it.

## **Who is the Administrator of our company?**

To find out who was designated at your company, go to: <http://www.sbica.org>

1. Go to the side navigation panel
2. Click **members directory – public member directory** and find the employee listed for your company.
3. Either have the designated employee complete the login instructions or contact us to designate a new employee.

## **Login**

### **Getting a Password**

1. Go to <http://www.sbica.org>
2. In the **gray login box** enter your email address and click **forgot password**. The password will be emailed to you.

### **View your Profile**

1. Once you have received your password, return to: <http://www.sbica.org> and login
2. In the **gray login box** click **view profile**. This is your personal profile. You can update or add information to your profile

*As the Administrator you have the ability to add or delete members and update each member profile.*

*Remember that each member can edit their own profiles.*

### **Adding Members**

1. In your profile, under the section **bundle summary** click the **add member** button and fill out the information as requested.
2. At the bottom of the screen click **view profile**. The new member will receive an email confirmation with a password to access the website and their own profile.

### **Registering for a Luncheon or Event**

1. Login
2. Click the '**Luncheon/Events**' on the side navigation
3. Please read **Important information about groups attending our events**
4. Find the correct event and review the details.
5. Click **register** and follow the prompt.
6. You will receive a confirmation email after you complete the registration.