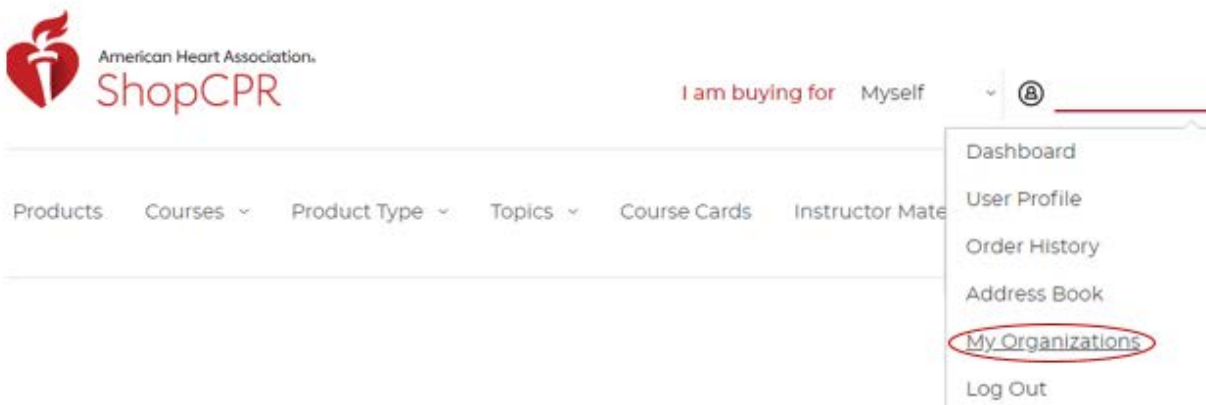


How-To Guide

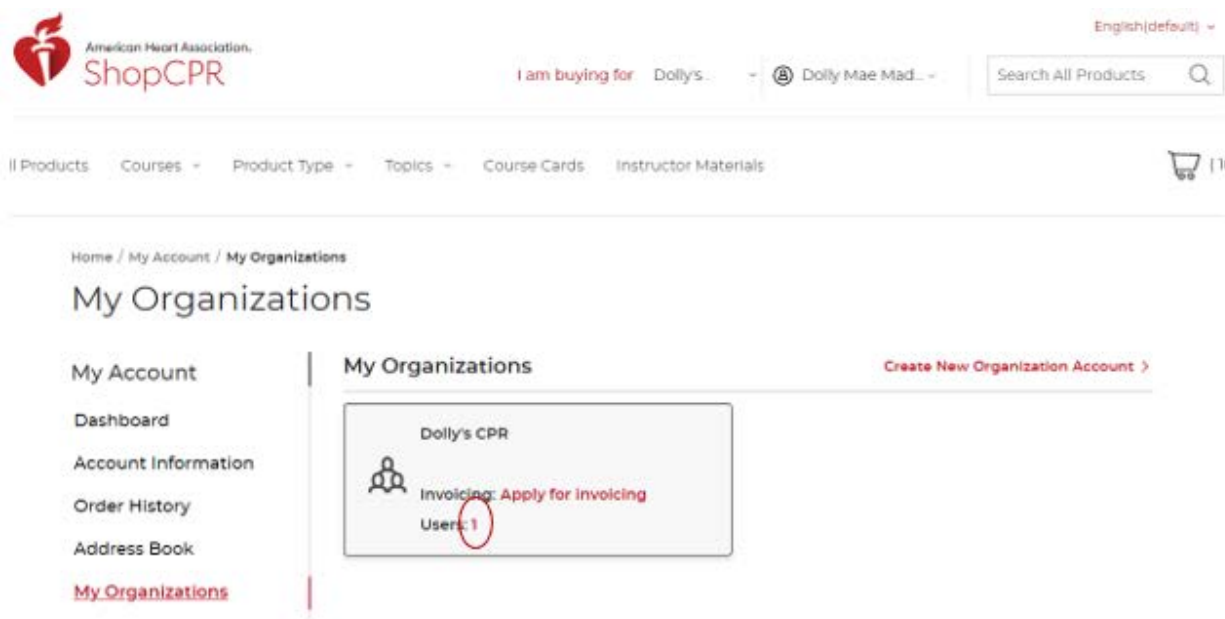
CPR & EMERGENCY CARDIOVASCULAR CARE

Add New User for an Organization

1. If you want to add other users who can shop for your organization, go to your profile and select My Organizations.



2. Click the number next to Users.



How-To Guide



American Heart Association.
ShopCPR

CPR & EMERGENCY CARDIOVASCULAR CARE

3. Click add new user and enter the user's name and email.

Home / My Account / My Organizations / Dolly's CPR / User Management

My Organization

My Account

- Dashboard
- Account Information

User Management: Dolly's CPR

Dolly Mae Madison (me)	dollym@gmail.com	Remove
------------------------	------------------	--------

[Add a New User](#)

Note: The email address you enter will be the one the new user uses to log into ShopCPR to see your organization.

Add User to Dolly's CPR

All users can place orders on this organization account, view past orders, manage addresses, and add or remove other users. They cannot see your personal dashboard or profile details.

User's Name *

User's Email *

i If this user already has an account with the AHA, please use the email address associated with that account.

Add User to Organization

How-To Guide





American Heart Association.
ShopCPR

CPR & EMERGENCY CARDIOVASCULAR CARE

4. Click the “add new user” button and you’ll see a confirmation the user has been added.

User Management: Dolly's CPR

[Add a New User](#)

Dolly Mae Madison (<i>me</i>)	dollym@gmail.com	 Remove
April Madison	april@gmail.com	 Remove