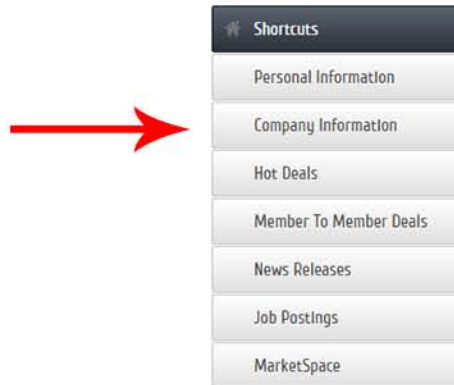




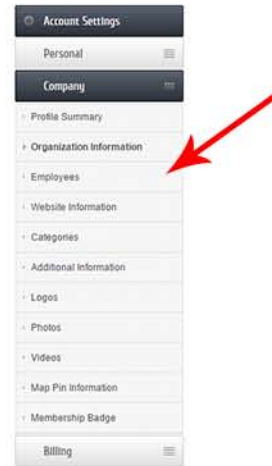
# How to Add an Employee or Rep chambermaster

Add employees or reps to your company's profile in a few easy steps!

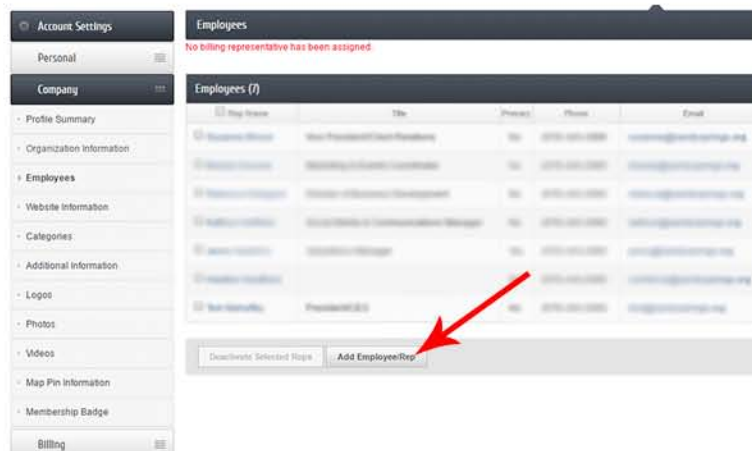
1. **Login** to your ChamberMaster profile.
2. Select **Company Information**.



3. Click **Employees**.



4. Select **"Add Employee/Rep"**



5. Fill out **Contact Information**.

6. **Check the box** to give your new employee/rep login access - this will send them an email to set up their own login account.

Login Access

Email an invitation to this employee/representative, allowing them to create a username and password for access to this site.  
(requires a valid email address to be entered)

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7. Click **“Save Employee/Rep.”**