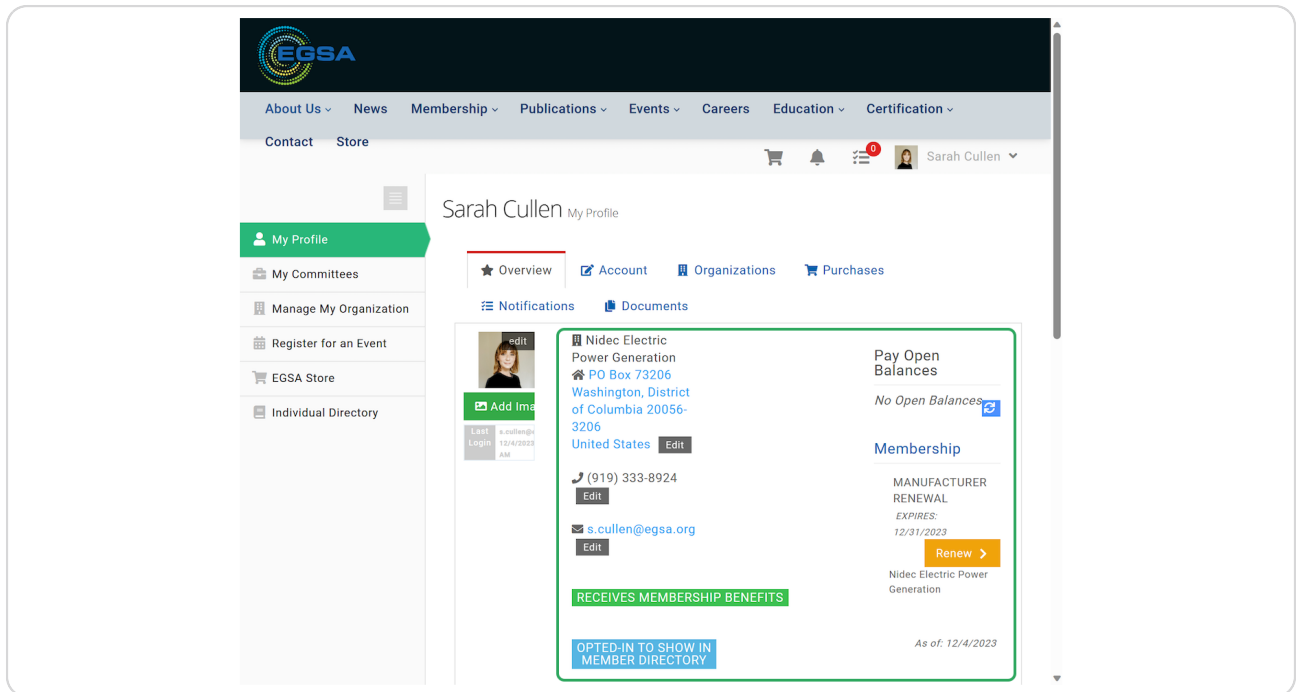


## STEP 1

### Start from your Profile Page.



The screenshot shows the user profile page for Sarah Cullen. The page is titled "Sarah Cullen My Profile" and features a navigation menu with options: Overview, Account, Organizations, Purchases, Notifications, and Documents. The main content area displays the user's contact information for Nidec Electric Power Generation, including their address (PO Box 73206, Washington, District of Columbia 20056-3206, United States), phone number (919) 333-8924, and email address s.cullen@egsa.org. A green box highlights the contact information and a blue box highlights the "RECEIVES MEMBERSHIP BENEFITS" and "OPTED-IN TO SHOW IN MEMBER DIRECTORY" status. The membership section shows the user is a MANUFACTURER RENEWAL member, with the expiration date 12/31/2023 and a "Renew" button. The page also indicates "No Open Balances" and "Pay Open Balances". The user's last login was on 12/4/2023 at 11:41 AM. The page is dated "As of: 12/4/2023".

## STEP 2

Click Manage My Organization.

The screenshot shows the EGSA user interface. At the top is the EGSA logo and a navigation menu with items: About Us, News, Membership, Publications, Events, Careers, Education, and Certification. Below the menu are links for Contact and Store, and a user profile dropdown for Sarah Cullen. The main content area is titled 'Sarah Cullen My Profile' and has tabs for Overview, Account, Organizations, and Purchases. A sidebar on the left contains a list of options: My Profile, My Committees, Manage My Organization (highlighted with a green box), Register for an Event, EGSA Store, and Individual Directory. The main content area displays a profile card for 'Nidec Electric Power Generation' with address, phone, and email information, and a 'Membership' section showing a 'RENEWAL' status that expires on 12/31/2023. A 'Renew' button is visible. At the bottom of the profile card, there are two status boxes: 'RECEIVES MEMBERSHIP BENEFITS' and 'OPTED-IN TO SHOW IN MEMBER DIRECTORY'.

## My Organization Roster

6 Steps

### STEP 3

## Click Roster.

Contact Store

My Profile

My Committees

**Manage My Organization**

Register for an Event

EGSA Store

Individual Directory

### Manage My Organization

If you do not see your organization listed, you do not have access to make changes on behalf of your organization. If this is a mistake, please contact us at [info@egsa.org](mailto:info@egsa.org).

**Apply For Membership**  
To apply for membership for your organization, click the "Membership Application" button next to the organization that is applying for membership.  
To view the requirements and dues for each membership type, [click here](#).

**Edit Your Organization's Information**  
To edit your organization's contact info, Buying Guide listings, or other details, click the "Edit" button that appears next to your organization below.

**Edit Your Organization's Roster**  
To edit your organization's rosters, click the "Roster" button that appears next to your organization below.

[ 1 to 1 out of 1 records ]

City	State/Province	Email	Edit	Membership Application	Roster
North Mankato	Minnesota		Edit	Membership Application	Roster

### STEP 4

## Click + Primary Contact.

Record Number	First Name	Last Name	Title	Email Address	Record Added
28609753	Justin	McMahon	Mgr. Mech. Engineering-Custom Prod.	justin.mcmahon@mail.nidec.com	11/8/20...

**Primary Contacts** -- Primary points of contact for EGSA-related business.  
*Has permission to edit Organization information, apply for membership, and manage rosters. Receives membership benefits.*

[+ Primary Contact](#) [Search for Primary Contact](#)

Click on any column header to sort the list based on that column.

Record Number	First Name	Last Name	Title	Email Address	Record Added
31141315	Sarah	Cullen	Manager of Membership and Marketing	s.cullen@egsa.org	12/4/21
29140888	Colin	McKissick		colin.mckissick@mail.nidec.com	11/8/21
28609756	Jim	Twardowski	Electrical	jim.twardowski@mail.nidec.com	11/8/21

## STEP 5

Complete all required information.

Stratton

**1** Title:

Title

**1** Email: \*

jaskestratton@nidec.com

**Address Info**

**1** Ship To (Override):

Department/Attention:

Department/Attention

**1** Country: \*

United States

**1** Address: \*

Work

123 Work Address

**1** Address Line 2:

Address Line 2

**1** City, State/Province, Zip/Postal Code: \*

City

State/Province

Zip/Postal Code

**1** Show in Directory:

## STEP 6

Scroll to the bottom and click Save. Click Close to return to Manage My Organization page.

Department/Attention:

Department/Attention

**1** Country: \*

United States

**1** Address: \*

Work

123 Work Address

**1** Address Line 2:

Address Line 2

**1** City, State/Province, Zip/Postal Code: \*

City

State/Province

Zip/Postal Code

**1** Show in Directory:

**1** Save as Primary Address:

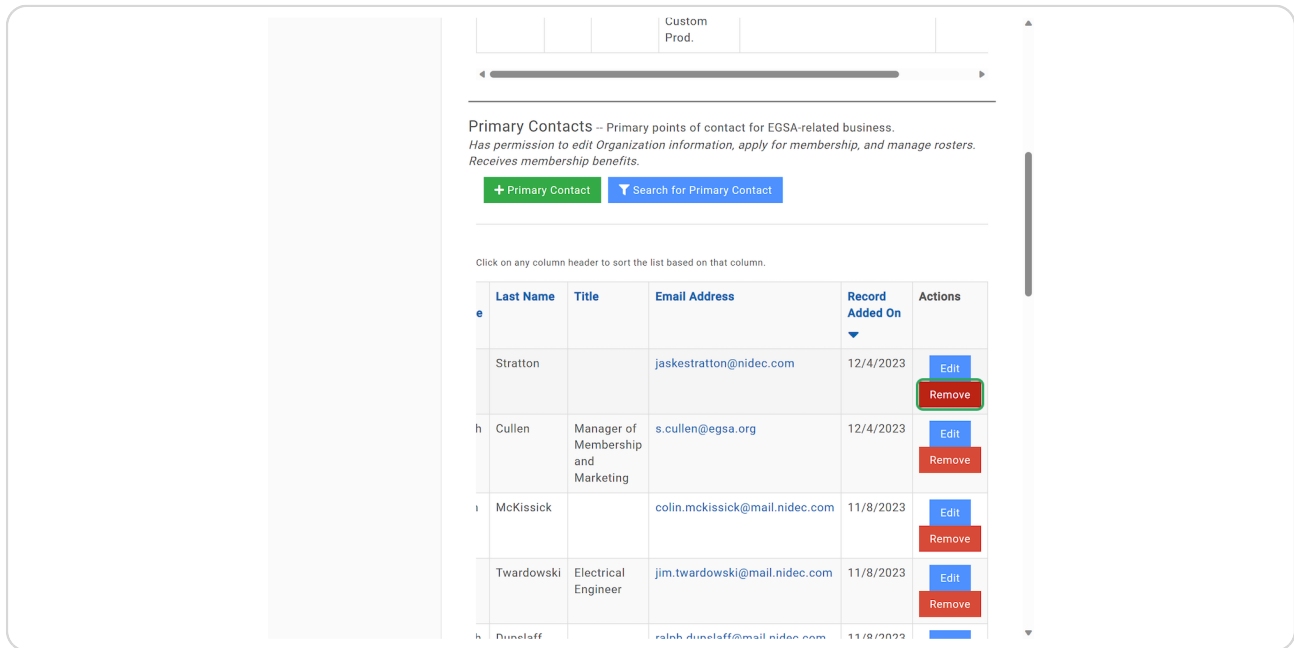
**1** Save as Preferred Billing Address:

**1** Save as Preferred Shipping Address:

Save Save & Add New Close

## STEP 7

Click Remove to remove any individual member who no longer belongs on your Roster.



Custom Prod.

Primary Contacts – Primary points of contact for EGSA-related business.  
Has permission to edit Organization information, apply for membership, and manage rosters.  
Receives membership benefits.

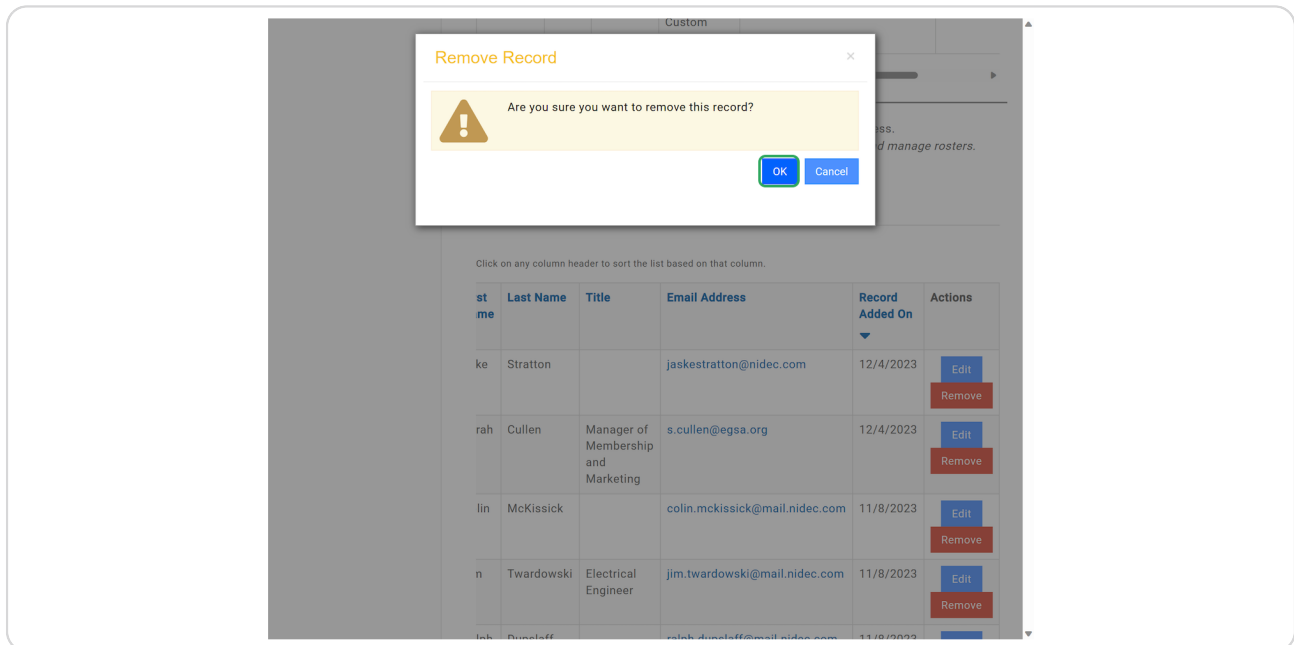
+ Primary Contact Search for Primary Contact

Click on any column header to sort the list based on that column.

Last Name	Title	Email Address	Record Added On	Actions
Stratton		jaskestratton@nidec.com	12/4/2023	Edit Remove
Cullen	Manager of Membership and Marketing	s.cullen@egsa.org	12/4/2023	Edit Remove
McKissick		colin.mckissick@mail.nidec.com	11/8/2023	Edit Remove
Twardowski	Electrical Engineer	jim.twardowski@mail.nidec.com	11/8/2023	Edit Remove
Dunelaff		ralph.dunelaff@mail.nidec.com	11/8/2023	Edit Remove

## STEP 8

Click on OK to confirm record removal.



Remove Record

Are you sure you want to remove this record?

OK Cancel

Click on any column header to sort the list based on that column.

Last Name	Title	Email Address	Record Added On	Actions
Stratton		jaskestratton@nidec.com	12/4/2023	Edit Remove
Cullen	Manager of Membership and Marketing	s.cullen@egsa.org	12/4/2023	Edit Remove
McKissick		colin.mckissick@mail.nidec.com	11/8/2023	Edit Remove
Twardowski	Electrical Engineer	jim.twardowski@mail.nidec.com	11/8/2023	Edit Remove
Dunelaff		ralph.dunelaff@mail.nidec.com	11/8/2023	Edit Remove