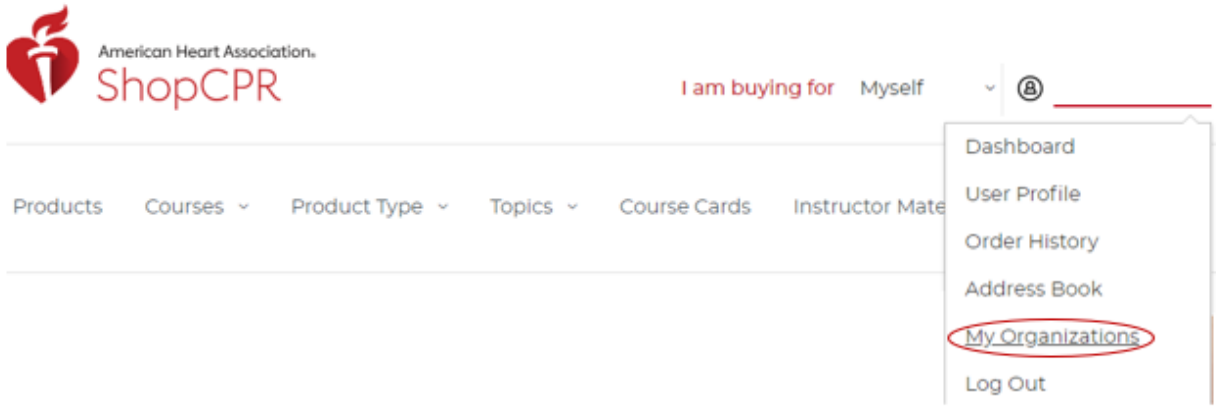
How-To Guide

American Heart Association. ShopCPR

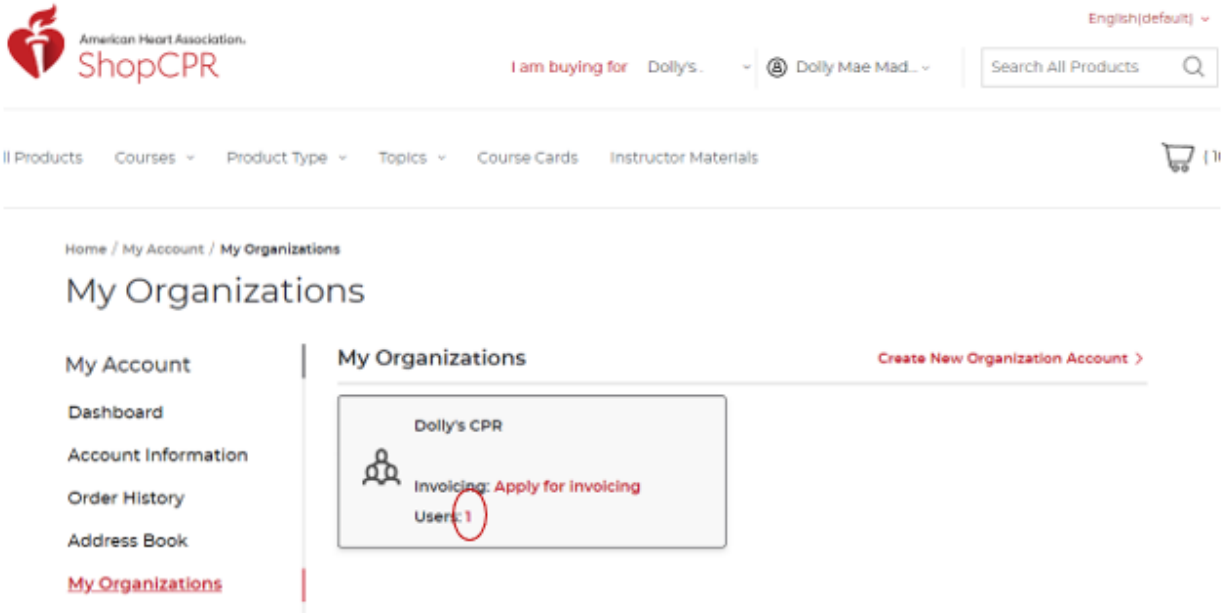
CPR & EMERGENCY CARDIOVASCULAR CARE

Add New User for an Organization

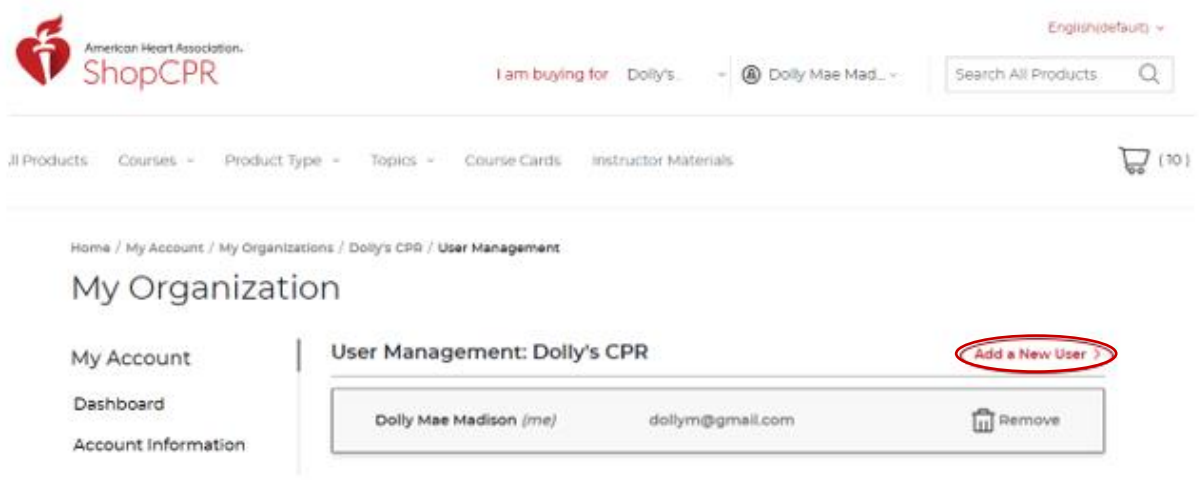
1. If you want to add other users who can shop for your organization, go to your profile and select My Organizations.



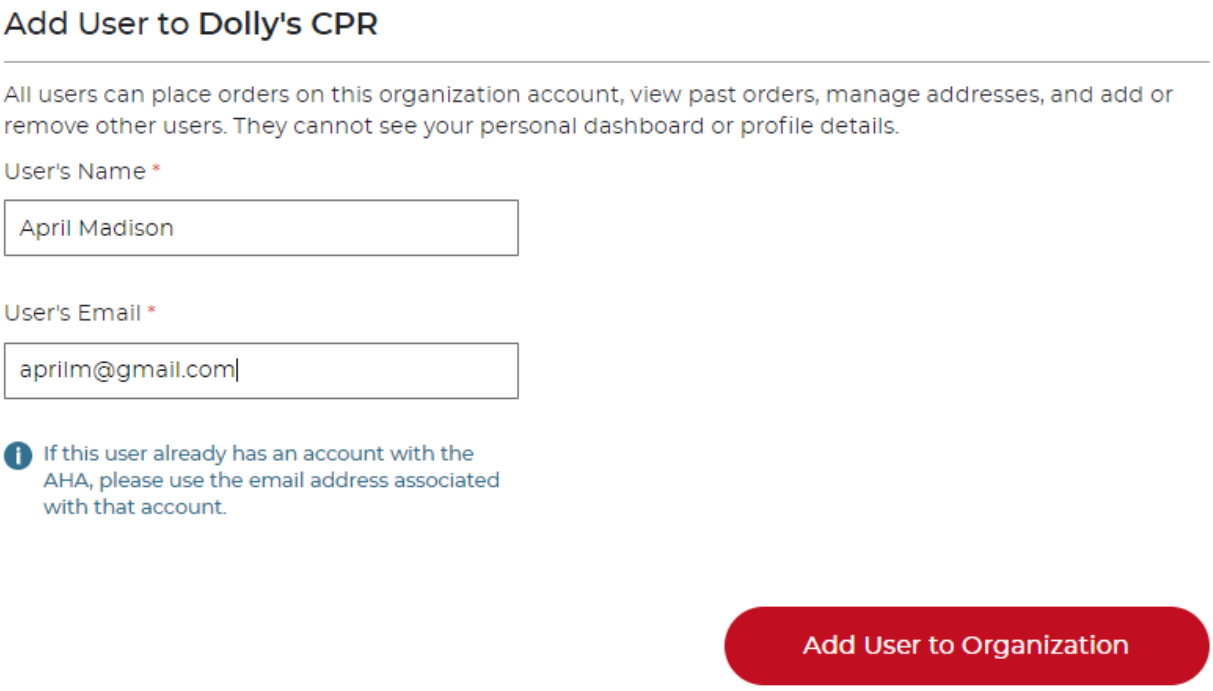
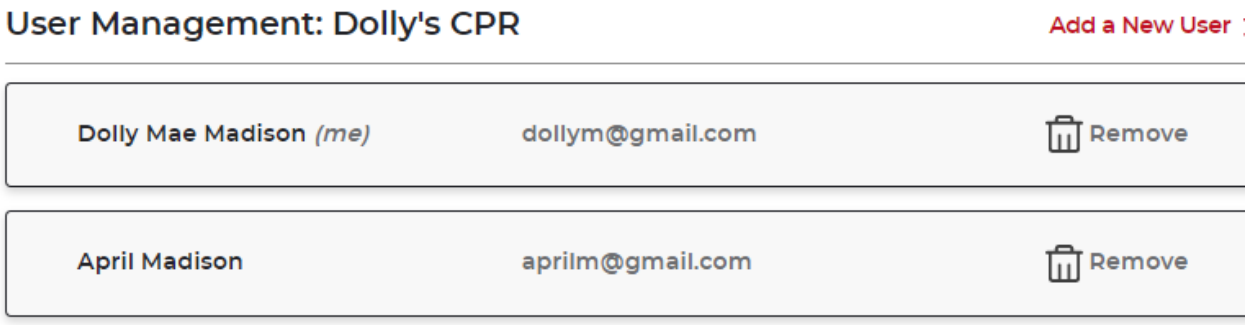
2. Click the number next to Users.



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



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



4. Click the "Add User to Organization" button and you will see confirmation that the user has been added.