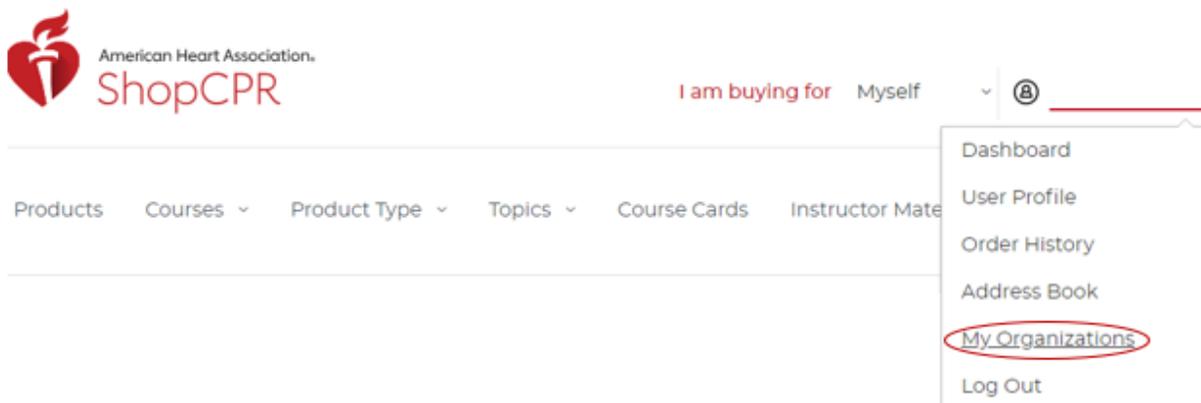


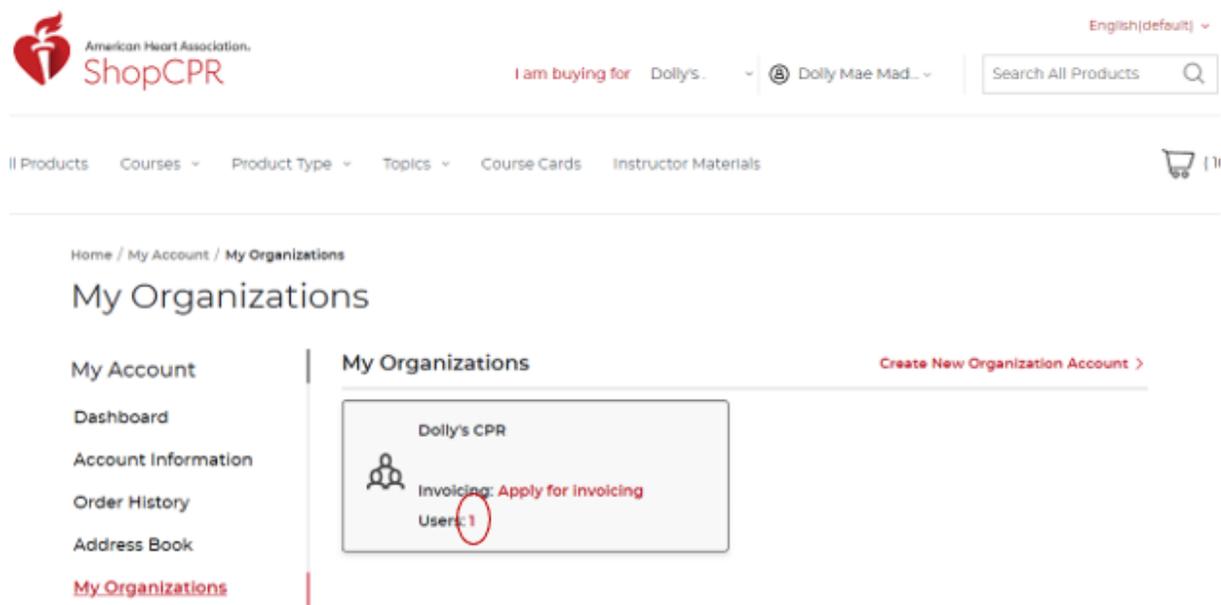
# How-To Guide

### 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.



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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

[Add a New User](#)

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

April Madison

User's Email \*

aprilm@gmail.com

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

Add User to Organization

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4. Click the "Add User to Organization" button and you will see confirmation that 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	aprilm@gmail.com	 Remove