How to Add Members to Your Bundle

To change your bundle, follow screen prompts from this screen (if you are currently a Bundle Administrator, please ignore this step).

Sign in using your email address and password- click on *View profile*

Click on *Change membership level* button to increase the number of members in your bundle.

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My profile

Edit profile My directory profile

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Membership details		
Membership level	**Group A Membership** - $738.0(Bundle (up to 5 members) Subscription period: 1 year No recurring payments	Change membership level
Membership status	**Active**	
Member since	28 Feb 2013	
Renewal due on	28 Feb 2014	Renew until 28 Feb 2015

Bundle summary	
Bundle limit	5
Used so far	1
	Add member

Click on
Add member
button

Fill in the required information for each member you would like to add to your bundle. Click *Save* at the bottom of your screen when finished.

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(i) Use this page to add members to your bundle.

Fill in application form   * **Mandatory fields**

Bundle summary
Bundle limit	5
Used so far	1

* **First name**	
* **Last name**	
* **Organization**	
Logo	Choose File No file chosen
	Max siz No file chosen xels, larger image will be resized.
e-Mail	
Phone	
Address 1	
Address 2	
Fax	
Work City	
Province/State	
Postal Code/Zip	
Work Country	
Alternate Email	
Company or Individual	▼
Expiration Date	

The newly added member's information will show on this screen. After reviewing for accuracy, click "*Return to bundle list and your own profile.*"

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My profile

(i) You are viewing a bundle member record.
Return to bundle list and your own profile

Edit profile   My directory profile   Archive

Profile   Privacy   Email subscriptions   Invoices and payments

Membership details	
Membership level	**Group A Membership** - $738.0(Bundle (up to 5 members) Subscription period: 1 year No recurring payments
Membership status	**Active**
Member since	28 Feb 2013
Renewal due on	28 Feb 2014

My profile

Edit profile   My directory profile

Profile   Privacy   Email subscriptions   Member photo albums   Invoices and payments

Membership details		
Membership level	**Group A Membership** - $738.0(Bundle (up to 5 members) Subscription period: 1 year No recurring payments	Change membership level
Membership status	**Active**	
Member since	28 Feb 2013	
Renewal due on	28 Feb 2014	Renew until 28 Feb 2015

Bundle summary	
Bundle limit	5
Used so far	2
Your members	dfa adfa
	Add member

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On your profile page, your newly added bundle member will show under *Your Members.* To add additional members, start the process by clicking *Add member* and repeat the process until all members have been added.

All added members will receive an auto-generated email from IAP2 Canada with specific directions on how to log in, including a password.

For help or further information, please email info@iap2canada.ca.