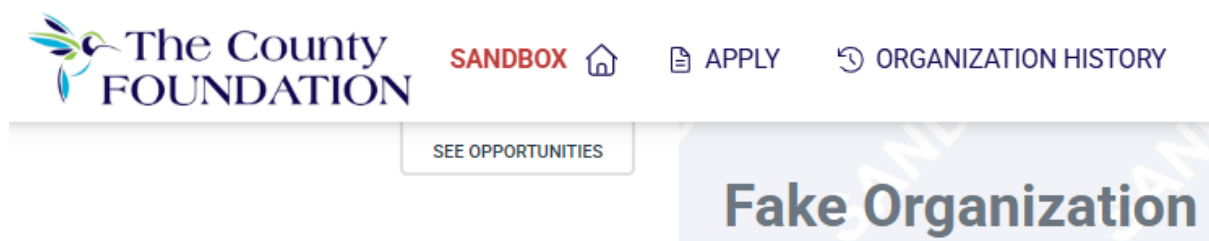
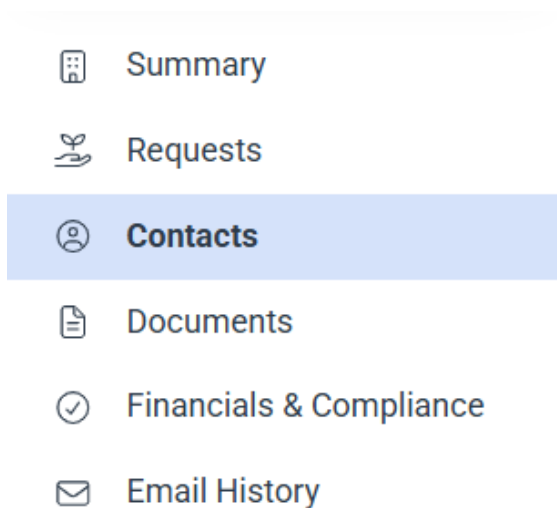


Adding Users to Existing Organization Account

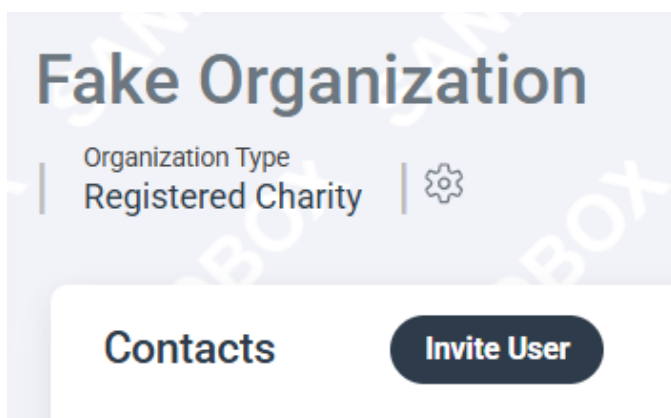
1. Click **Organization History** or the organization **name**.



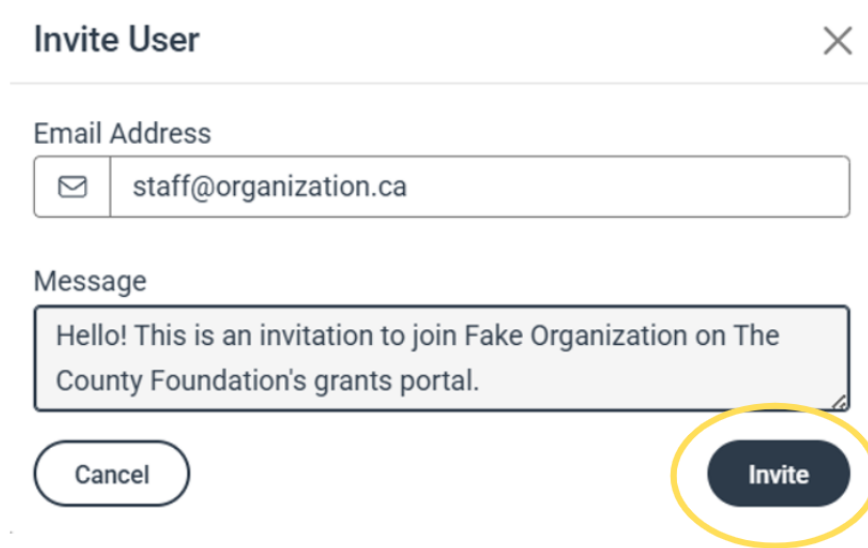
2. Click the **Contacts** tab on the left.



3. Click **Invite User**.



4. Enter an **Email Address** and **Message**, and then click **Invite**.



Invite User

Email Address

staff@organization.ca

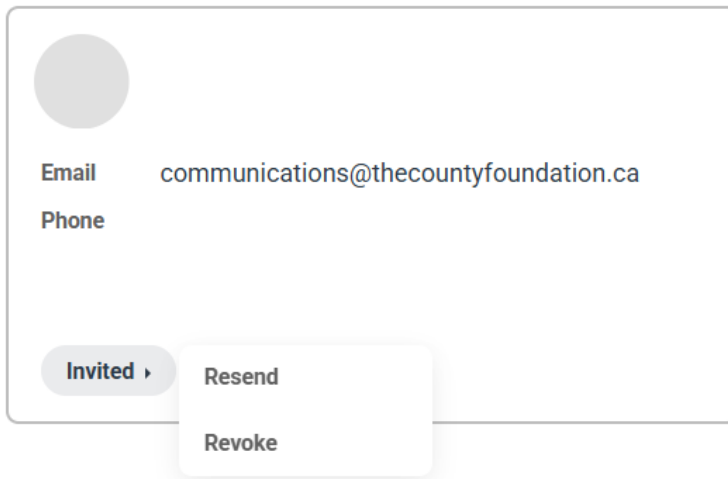
Message

Hello! This is an invitation to join Fake Organization on The County Foundation's grants portal.

Cancel Invite

Once steps 1-4 have been completed, the invitee will receive an email with further instructions.

In the event you need to resend or revoke the invitation, click **“invited”** at the bottom of the new contact.



communications@thecountyfoundation.ca

Phone

Invited ▾

Resend

Revoke