# Update Your Organization's Roster

How to Edit Your Organization's Roster

Are you the designated representative for your organization? Here's how you can edit your organization's roster (those who receive access to ANCOR benefits).

1 Log in at ancor.org/account.

2 Navigate to My Account Links on the righthand side of your screen.

3 Click on My Organization Information.

4 Here you will find the Organization Roster. This is a list of every individual from your organization who is currently receiving benefits through your ANCOR membership.

5 To add new employees, click the + Add New button.
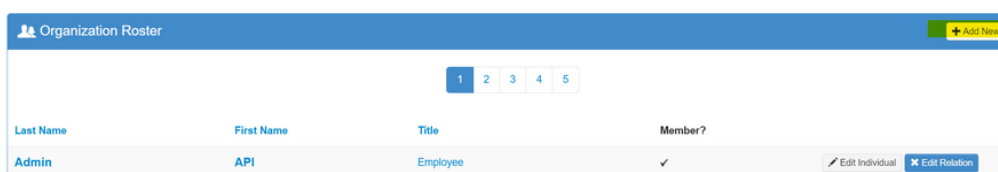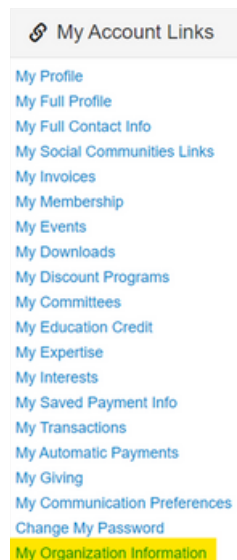
6 Enter all required information (name, address, and email). Please use the organization's mailing address, and use the employee's work email address. Add the employee's job title. Click Save.

Note: To remove employees from the roster, navigate to the employee who no longer works at your organization and click Edit Relation. Then click on End Relation to disconnect them from your organization and disable their ANCOR member benefits.

ancor.org/account