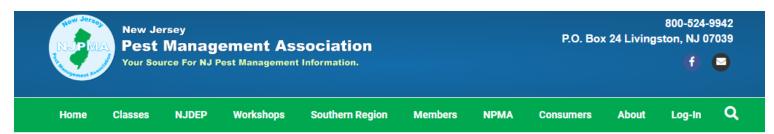
# Follow these steps to add employees your NJPMA.com Company Profile

1. Log-in to your NJPMA.com Account. If you forgot your password, or never created a log-in to NJPMA.com, click on the "Forgot Password" link and input your email address. A log-in creation/re-set email will be send to you.

# Account Login Login Name: Password: Forgot Password? Remember me for 2 weeks. Log In Create an account

## 2. Once you have logged-in, click on "+ / - Employees Button" from the Navigation options.



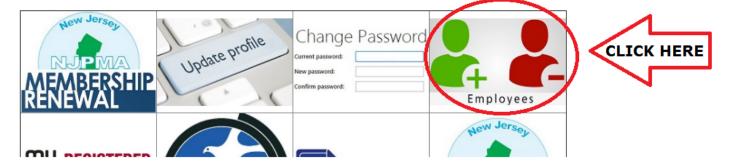
#### Welcome Mickey Mouse Pest Control (Account# 1905)

Your membership is currently active. Details



## What would you like to do?

- NJPMA Member Portal
- · My Membership
- Change Password
- · Update My Profile
- Current NJPMA Classes & Workshops
- My Registered Events
- NJPMA Member Directory
- NJPMA Email Lists
- · Login Home
- Log out



Once in your account, look under "Membership History". You will find the "Add Contact" link. Fill out the Registration form completely with only the Employees Information.



#### Welcome Mickey Mouse Pest Control (Account# 1905)

Your membership is currently active. Details

#### Membership History

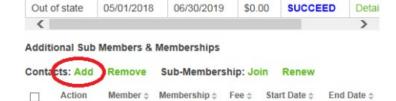
#### **Current Membership**

Your Membership is currently active.

Membership	Start Date	End Date	Amount	Auto-Renewal	F
Out of state	05/01/2018	06/30/2019	\$0.00	Off - Enable	Τ
<				>	

#### Membership History Start Date

Membership



**End Date** 

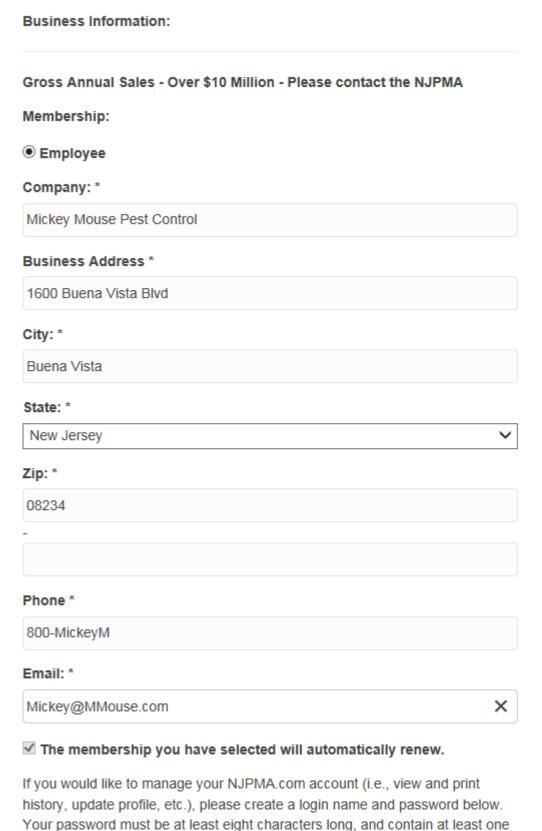
**Amount Status** 

#### What would you like to do?

- · Update My Profile
- Current Events
- · Setup My Login
- · My Membership
- · My Registered Event
- NJPMA Member Directory
- Re-Subscribe
- NJPMA Member Mall
- · Login Home
- · Log out

Trans:

Please fill out the top of this form with your business info, *not* your employees home address.



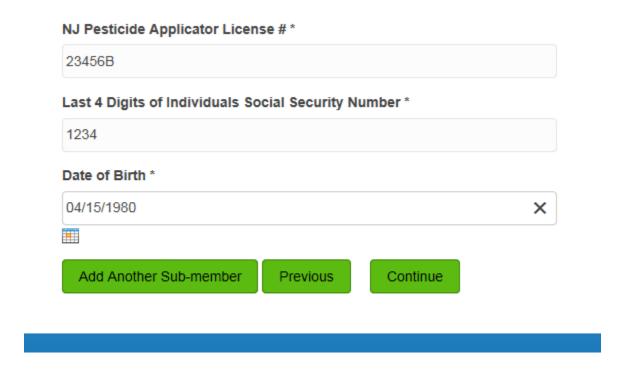
number.

Please ignore that is says Owner / Principle Information here.

### This is actually your employee's info!

Owner / Principle Information:	
First Name *	
Scrooge	
Last Name: *	
McDuck	
Title:	
Tech	
Log-in Information:	
Create a Login Name: *	
Scrooge1	
Password: *	
•••••	
Retype Password: *	
•••••	
Start Date:	
05/01/2018	
(MM/dd/yyyy)	
End Date:	
06/30/2019	
(MM/dd/yyyy)	

Remember in order for your employee to properly receive Credits with the NJDEP, we MUST have their correct, Date of Birth, Last Four of Social Security #, and Applictor Licence # (please NOT Operator or Business License #'s). If your employee does not yet have an Applicator License, please type "NONE".



Click Continue, and you are done.

Once in the system, your employee will now be available to register for events and classes, and to take advantage of NJPMA Member discounts when available.

Remember to log in to get NJPMA Member Discounts on Basic Pesticide Training / CORE Classes, or any of our Seminars and The Clinic, Trade Show and Clambake.

Membership has its benefits!