

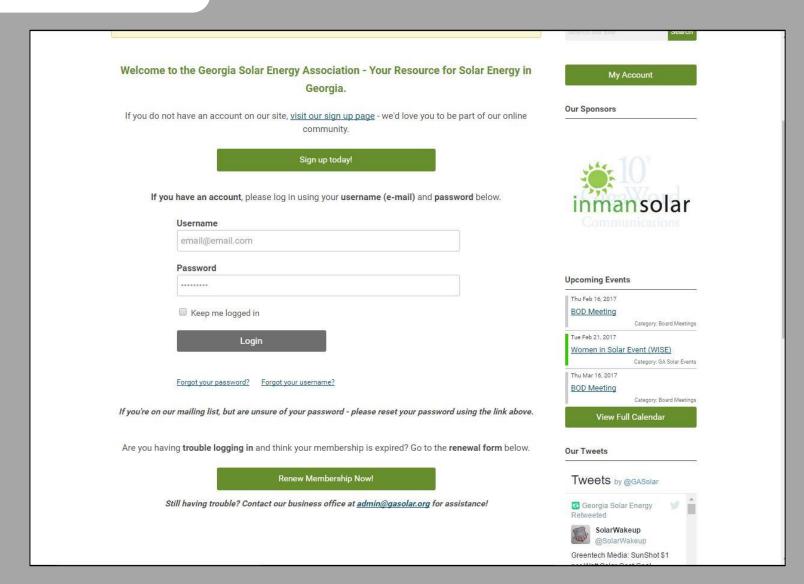
How - To Guide

Making Your Online Experience Easier

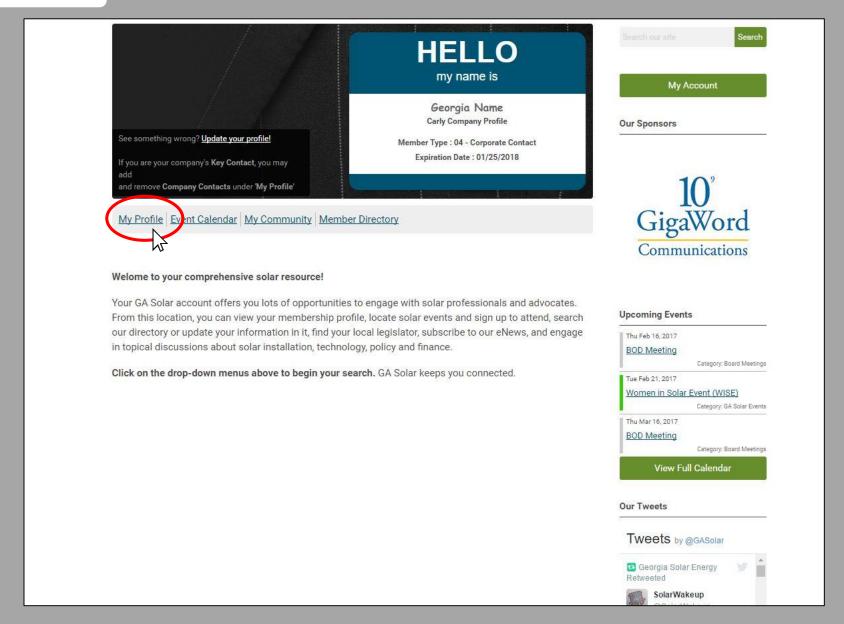
Key Contacts Only: Creating Company Profiles



Login to your account using your email as the Username and the Password you have previously chosen.



Select 'My Profile' to begin



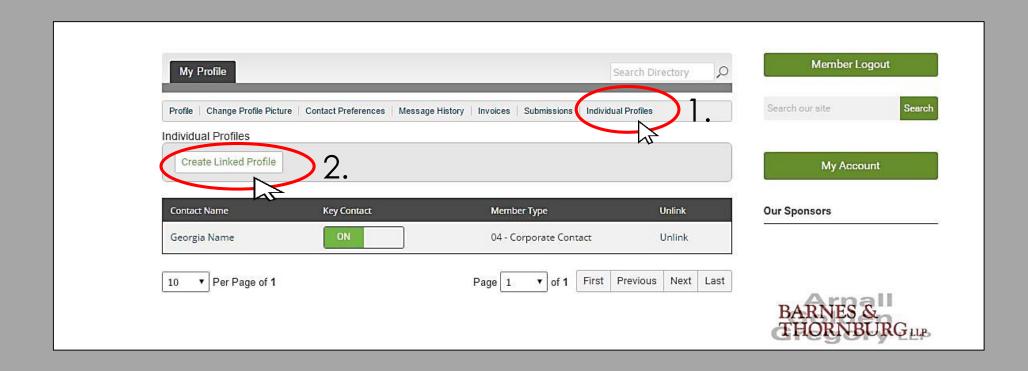


Select **"Your Organization** by hovering over the gray Drop-Down Menu.

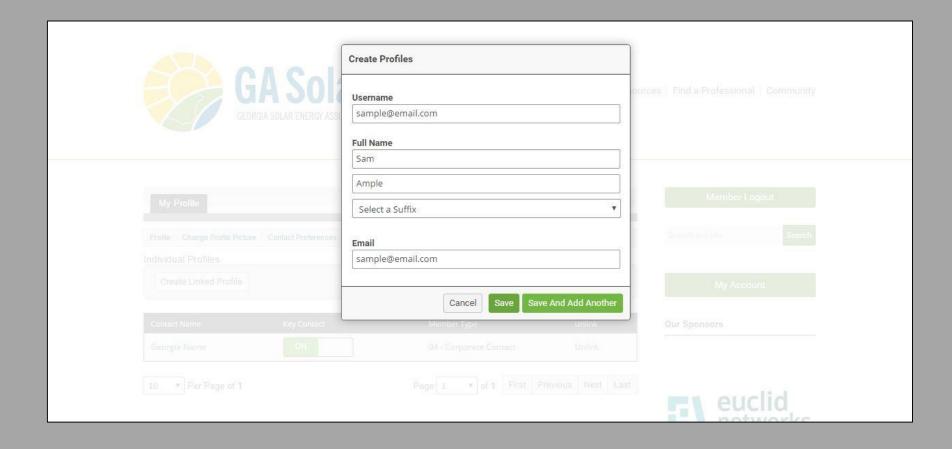
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Create New Company Profiles

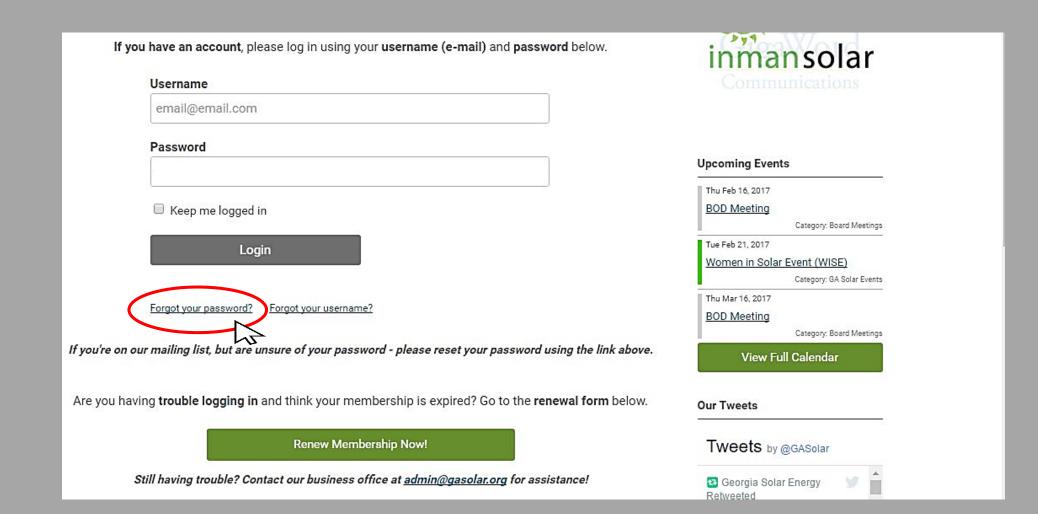
- 1. Click on Individual Profiles
- 2. Select Create Linked Profiles



Fill-In the information of the new employee profile. The *User Name* should be the **email address** of the employee.

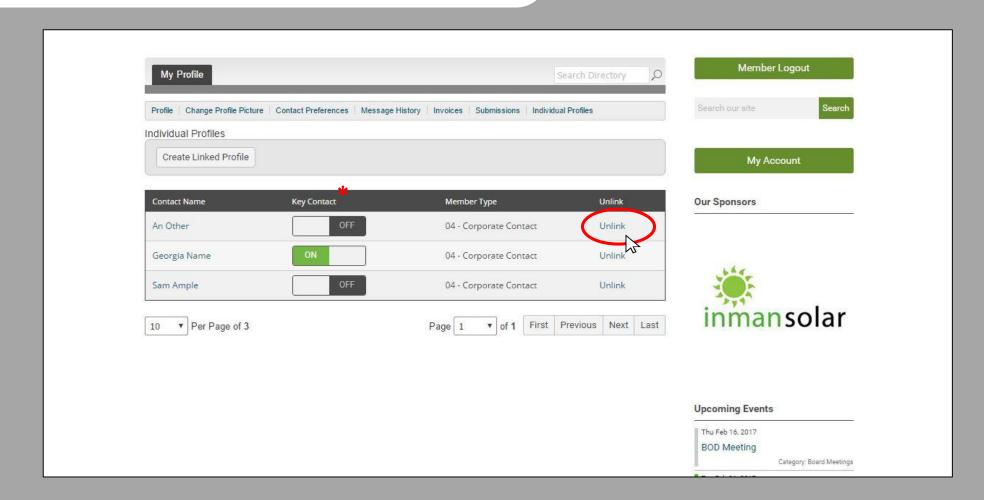


IMPORTANT: New profiles created by the Key Contact <u>cannot set the new user's</u> <u>password</u> for security reasons. The new user can set a password the first time they log in by clicking on the "Forgot Password" option on the log in screen or emailing GA Solar administrative at admin@gasolar.org.



You can create as many profiles as needed.

Here you can also **select the Key Contact** by toggling the switch *on/off*. We suggest at least one management or administrative employee and setting an additional person who will be the day to day contact for larger organizations. You can also **Unlink** or delete old employee profiles.



Thank you!

If you have any problems, please contact: admin@gasolar.org

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