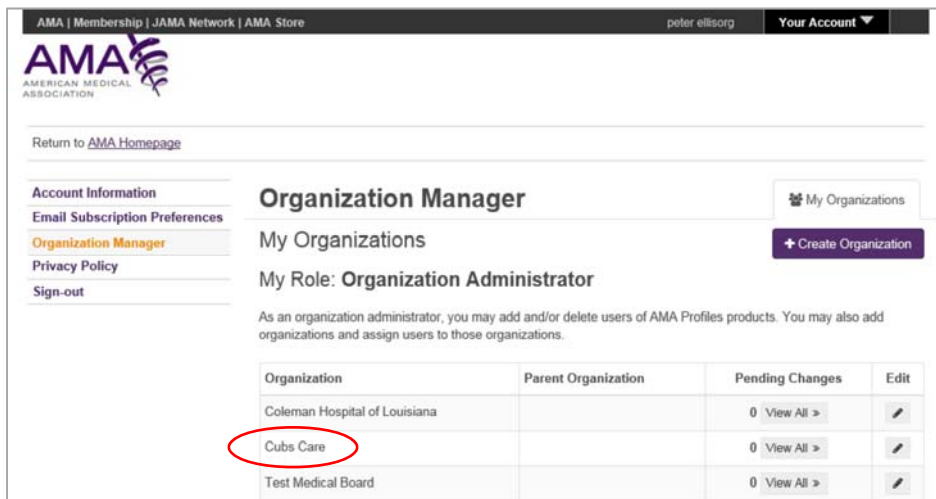


How to resend the system-generated email (with unique URL) to a new Profiles user (for Administrators)

The administrator must log into Organization Manager (ama-assn.org/go/orgmanager) to resend the system-generated email to a newly added user.

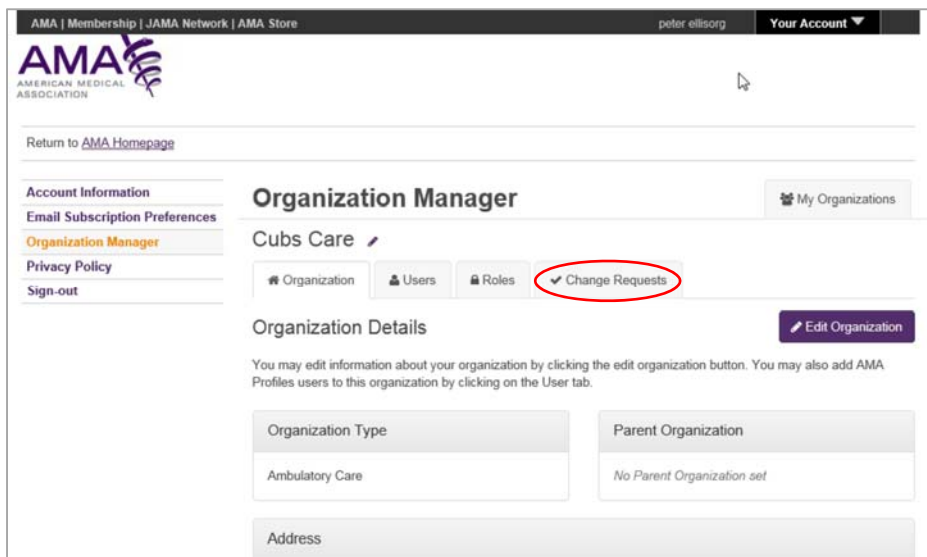
Step 1

Click on the organization's name to be directed to the **Organization Details** page.



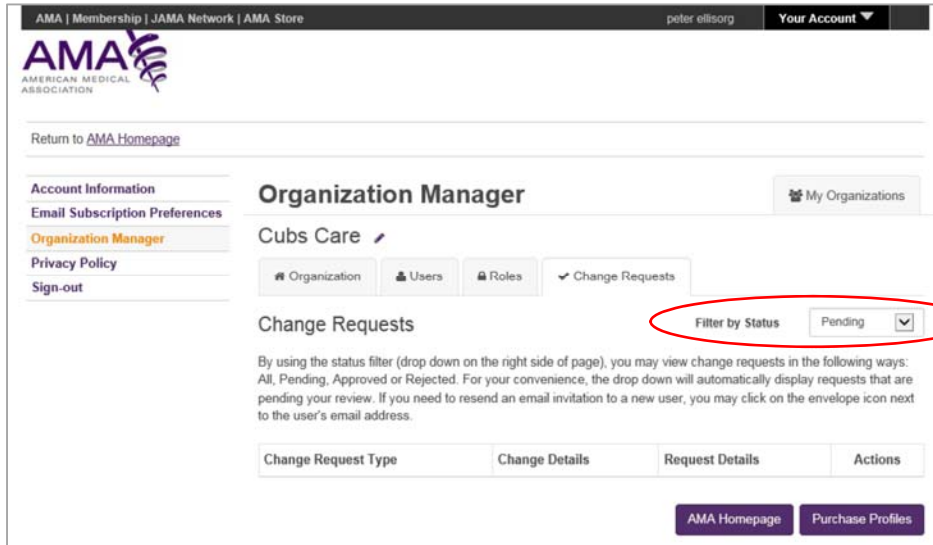
Step 2

On the **Organization Details** page, click the **Change Requests** tab.



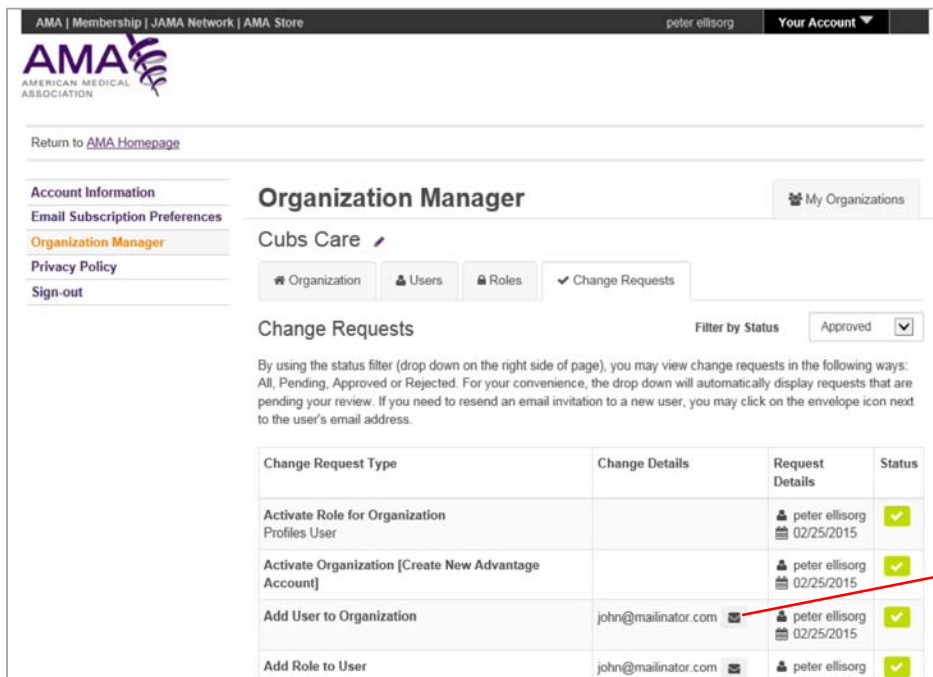
Step 3

On the **Change Requests** screen, locate the **Filter by Status** menu. The default for this drop down menu is “Pending,” but by clicking on the arrow, you have the additional options of “Approved,” “Rejected” and “All.” For this task, choose either “Approved” or “All.”



Step 4

A table of change requests will appear on the screen. Search for “Add User to Organization” in column 1 and the user’s email address in column 2. An envelope icon appears to the right of the user’s email address. Click on the envelope icon.



Click on the envelope icon to resend the email.

Step 5

A **Send Email** pop-up box will appear. Click the **YES** button to send the email.

The screenshot shows the AMA Organization Manager interface. A 'Send Email' pop-up box is displayed over the main content, with a 'Yes' button circled in red. The background interface includes a navigation menu on the left, a header with the AMA logo, and a main section titled 'Organization Manager' for 'Cubs Care'. Below this, there are tabs for 'Organization', 'Users', 'Roles', and 'Change Requests'. A 'Change Requests' table is visible, showing several requests with their details and status.

Change Request Type	Change Details	Request Details	Status
Activate Role for Organization Profiles User		peter ellisorg 02/25/2015	✓
Activate Organization [Create New Advantage Account]		peter ellisorg 02/25/2015	✓
Add User to Organization	john@mailinator.com	peter ellisorg 02/25/2015	✓

Step 6

A confirmation that the email has been resent will appear in a new pop-up box. Click **OK** in this pop-up box to complete the process.

The screenshot shows the same AMA Organization Manager interface as in Step 5. A confirmation pop-up box is now displayed, containing the message 'The email invitation has been sent.' and an 'OK' button, which is circled in red. The background interface remains the same, showing the 'Organization Manager' section for 'Cubs Care' and the 'Change Requests' table.

Change Request Type	Change Details	Request Details	Status
Activate Role for Organization Profiles User		peter ellisorg 02/25/2015	✓
Activate Organization [Create New Advantage Account]		peter ellisorg 02/25/2015	✓
Add User to Organization	john@mailinator.com	peter ellisorg 02/25/2015	✓
Add Role to User	john@mailinator.com	peter ellisorg	✓