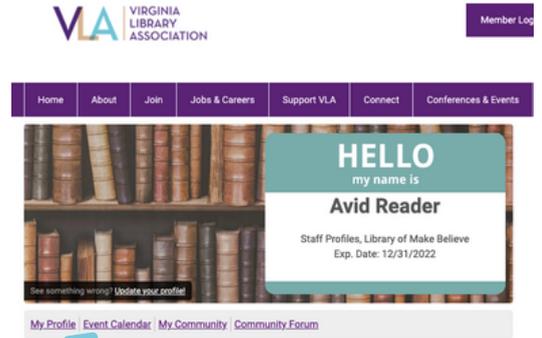
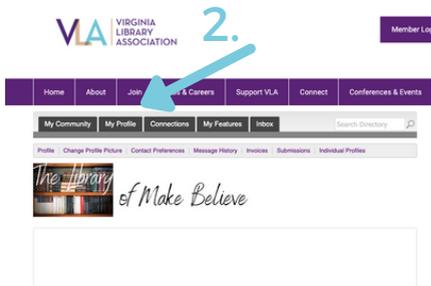


1. Login to the VLA website and click on "My Profile."



1.

2. Hover over the "My Profile" tab and select "Your Organization."

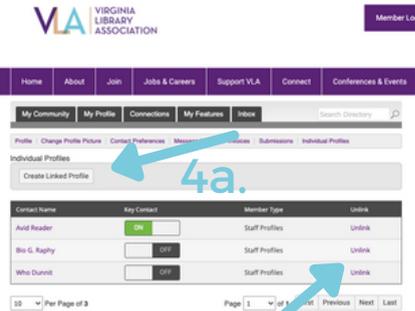


2.

3. Click on "Individual Profiles."



3.



4a.

5.

4b.

4c.

4a. Click on "Create Linked Profile."

4b. Enter the requested information. We recommend making the Username the same as their email address for simple password recovery.

4c. Click "Save And Add Another" or "Save" after adding the information.

5. To remove an employee from your profile, click on "Unlink." When you refresh the page, the name will be gone from organization's profile page.