

Managing Your Corporate Membership Profile



Welcome to Women in Trucking! Your organization can manage your Corporate Membership on the WIT membership portal. Please let us know if you need any additional support. **Make sure to review your corporate membership regularly to make sure you are using all of your included memberships!**

Contacts

Information on your corporate membership can be managed by your Primary and Key Contacts. A corporate membership includes 4 types of contacts.

1. Each company has a **Primary Contact** who is first person WIT emails with any questions about the membership, members or the renewal. *The Primary Contact must be a member.*
2. **Key Contacts** can assist with membership management by viewing/editing organization and member profiles; adding/removing members; managing key contacts; accessing invoice and submission histories; and registering members for WIT events. *Key Contacts must be members.*
3. Each **organizational profile** must have an email address for renewal notices. The organizational contact does not need to be a member. Some companies use their accounting email as the organizational contact.
4. Each corporate membership includes **associate members** (Truck Driving Schools and Nonprofits receive 2 associates, Corporate Members Under 250 employees receive 5 and Corporate Members Over 250 employees receive 10).
 - o The associate memberships are controlled by the company, and the company can change out members at any time. For example, a member can be removed when they leave the company, and they can be replaced with a new employee for the remainder of the membership.
 - o Additional employees can be added to the membership at any time. The organization will be invoiced for an additional \$10 per member.

Corporate Profile

Member organizations are listed in the [Corporate Member Directory](#) on the WIT website. Follow these steps to review and edit your Organization's Profile.

1. Visit womenintrucking.org and click **Member Login**.
 - o Email membership@womenintrucking.org for assistance logging in.
2. Click **Manage My Membership**.
3. Click the **Access My Profile** button then click **Your** Organization in the blue menu bar.
4. Click **Edit Profile** to make changes to the Organization's Profile.
5. To change the company logo, click on the round pencil icon located on the logo.

Member Roster

You can manage the member roster by clicking on **Org Members** in the blue menu bar. [This short video](#) will walk you through the member roster. As the primary contact and a key contact of your organization, you can perform these functions:

- **Remove a member**
 - o Remove a person from the roster by clicking **Unlink** next to their name
- **Add a member**
 - o Click the **Create Linked Profile** button
 - o View and edit a person's profile by clicking on their name.
 - o Complete the demographic fields: Job Title, Mailing Address, Position, Primary Job Function and Gender.
 - o If a person already has an account, an error message will appear. Contact membership@womenintrucking.org for assistance.
- **Manage Key Contacts**
 - o Key Contacts are able to make changes to your organization and membership.
 - o Toggle the Key Contact button on/off for each member.

Questions?

We're ready to help! Please let us know if we can help with any part of your membership. Email membership@womenintrucking.org or call 888-464-9482.