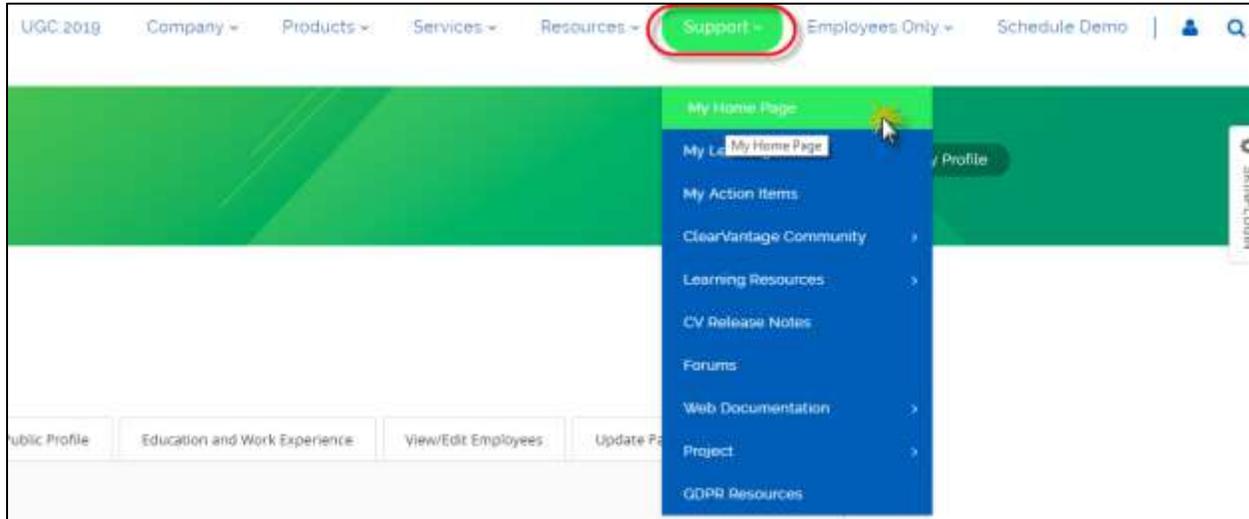
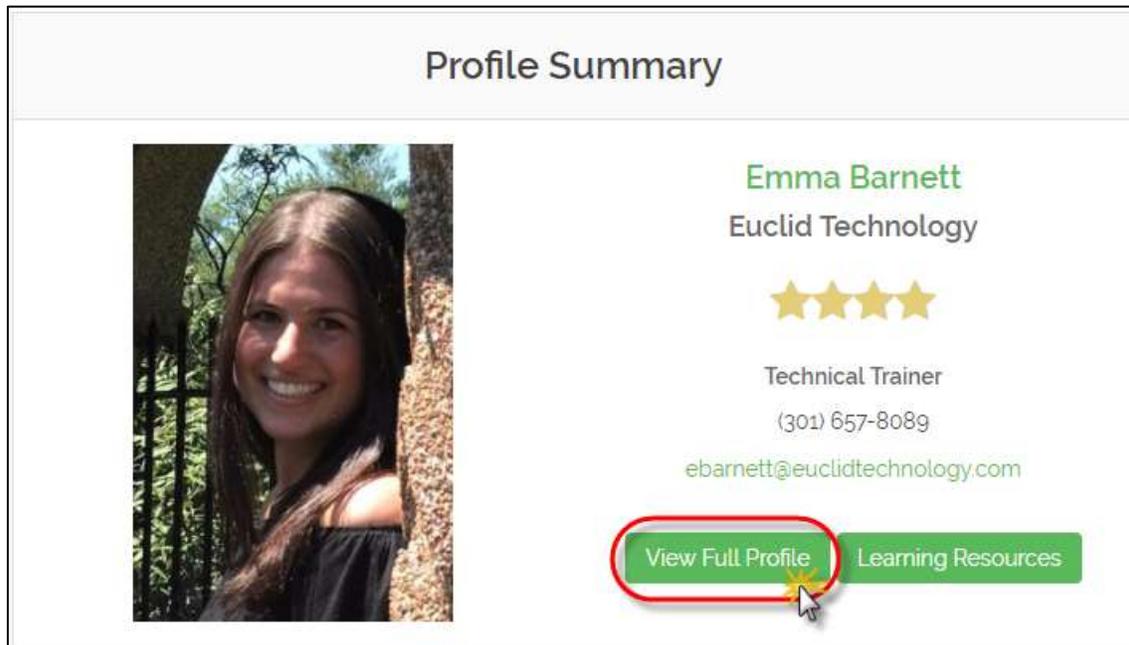


**To add a new employee:**

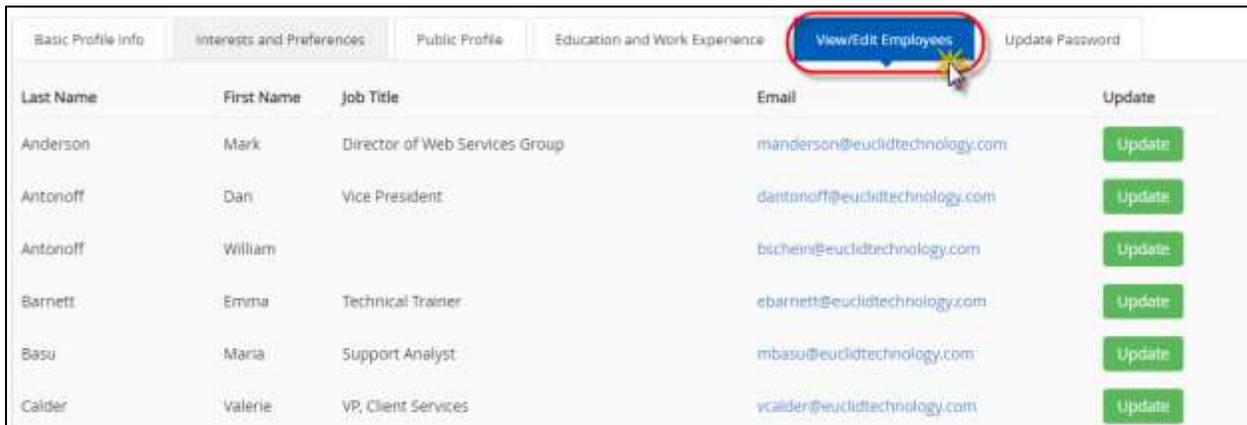
1. Login to Euclid's website.
2. Hover over the "Support" tab on the toolbar along the top of the website and select the "My Home Page" button.



3. Select "View Full Profile" in the Profile Summary box.

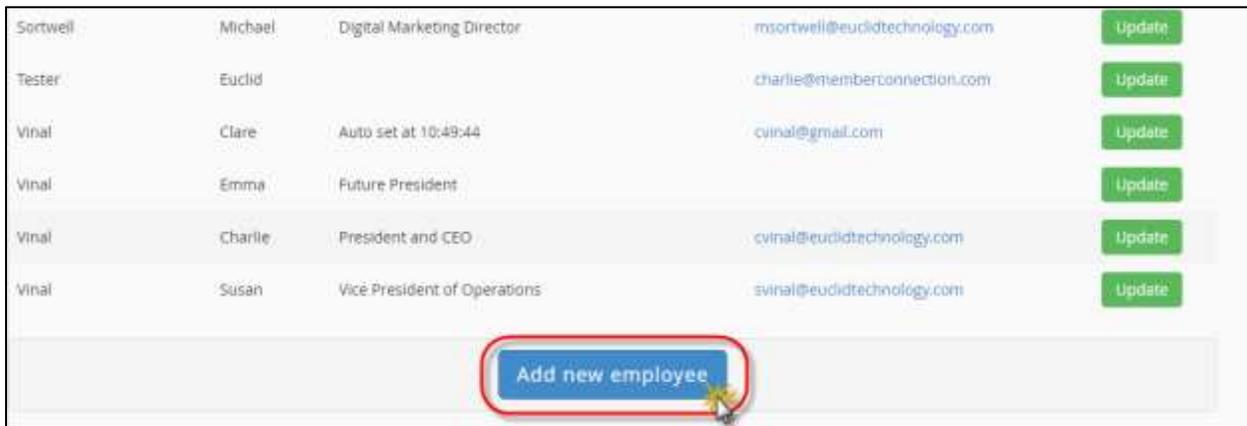


4. Click on the “View/Edit Employees” tab.



Last Name	First Name	Job Title	Email	Update
Anderson	Mark	Director of Web Services Group	manderson@euclidtechnology.com	<a href="#">Update</a>
Antonoff	Dan	Vice President	dantonoff@euclidtechnology.com	<a href="#">Update</a>
Antonoff	William		bschers@euclidtechnology.com	<a href="#">Update</a>
Barnett	Emma	Technical Trainer	ebarnett@euclidtechnology.com	<a href="#">Update</a>
Basu	Maria	Support Analyst	mbasu@euclidtechnology.com	<a href="#">Update</a>
Calder	Valerie	VP, Client Services	vcalder@euclidtechnology.com	<a href="#">Update</a>

5. Click on the “Add new employee button” at the bottom of the employee list to add a new user/employee.



Sortwell	Michael	Digital Marketing Director	msortwell@euclidtechnology.com	<a href="#">Update</a>
Tester	Euclid		charlie@memberconnection.com	<a href="#">Update</a>
Vinal	Clare	Auto set at 10:49:44	cvinal@gmail.com	<a href="#">Update</a>
Vinal	Emma	Future President		<a href="#">Update</a>
Vinal	Charlie	President and CEO	cvinal@euclidtechnology.com	<a href="#">Update</a>
Vinal	Susan	Vice President of Operations	svinal@euclidtechnology.com	<a href="#">Update</a>

[Add new employee](#)