# Managing Your Roster Instructions

DBIA's Industry Partner benefit member program is changing! Only the Primary Contact and Admin have direct access to the full employee listing. Please follow the directions below to view and maintain your employee listing (*now member employees!*):

1. Log into your account at **www.dbia.org**

2. Click on "**Welcome, __!**" to go to your Dashboard

3. Hover your mouse on **My Account**

4. Then go to **Company Contacts Management**

   - You can remove any employees no longer employed by the company

   - You can also add employees here, but we prefer that employees add themselves using the directions below so that they can set their own logins/passwords (if you add them, the system automatically adds a login/password not visible to you).
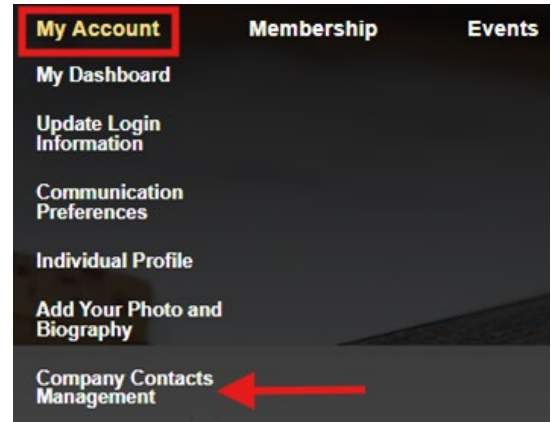
Directions to send to employees to create an account (please confirm first that they do not already have an account):

1. Go to **https://dbia.org/**

2. Click **Sign In** on the upper right-hand corner

3. Click **New Customer? Click here** in the middle of the page

4. Start adding information. When you get to **Lookup Employer**, click the magnifying glass (🔍). Under **Company**, add *(company name)*. Then click **Search**. Click the correct option given

5. Finish completing the form

6. Click **Submit** to complete the profile

If an employee has an account but does not know their login/password, please direct them membership@dbia.org to request the information.

Welcome to DBIA's Online Portal

Log in here to access all your account information, become a member or renew your membership, register for DBIA courses and so much more!

Be sure to fully complete your profile to ensure access to all the benefits that come with the DBIA community experience.

Username

Password

LOGIN

Forgot Password?

New Customer? Click here

For more information, contact membership@dbia.org