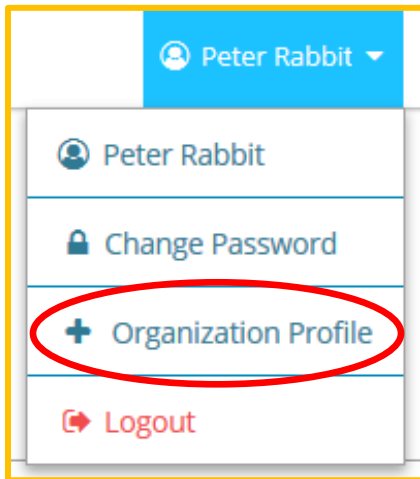


REQUESTING ACCESS TO AN ORGANIZATION PROFILE

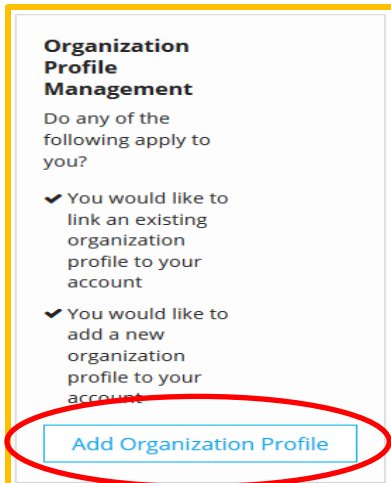
If you need access to an **Organization Profile**, you need to request access from the account owner.

1. Login to your Develop Individual Profile with your email address and password.
2. You can request access two ways:

Click on “**+Organization Profile**” located below the user’s name in the upper right hand corner of your screen as shown below.



You may also add an organization by selecting the “**Add Organization Profile**” tab located to the right of the screen, just below the individual information screen. The section where you will add an organization is: **Organization Profile Management**, as shown on the screen below.



Granting/Requesting Access to an Organization Profile

3. Enter the **Organization ID** of the organization you are requesting access to. *This is not the license number.*

Click **Find Profile**.

Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Enter the Organization ID Number Required

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

Create Profile

Don't Know the Organization ID?

The Organization ID will ensure we locate the correct organization profile. If you are not sure of the ID, please contact support for assistance.

Contact Support

4. The Organization look-up menu will display the information that is located in Develop. If this is the correct Organization, click on **Send Request**.

Organization Lookup

We found the following organization:

#131267
100 Acre Wood
1313 mocking bird lane
1819 Hunny Bear Ln
Ashdown Forest, MN 55070

Next Steps

If this is the correct organization, click **Send Request** to send an approval request to the owner of the organization profile.

If this is not the correct organization, click **New Search** to re-type your organization ID or set up a new organization profile.

Send Request

New Search

5. When you request access, an email routes to the organization owner for approval. Click **"Close Search"**.

Request Sent

An approval request was sent to the owner of this organization.

Once approved, you will have access to the requested organization profile.

You will receive a notification email confirming your access to the requested organization when your access request is approved.

Search Again

Close Search

Granting/Requesting Access to an Organization Profile

Please NOTE: Only the owner of the organization can grant access. The help desk cannot grant or approve a request.

7. An email request routes to the profile owner who can approve or deny access. An approval notification is sent once your access is granted. If you do not receive an email alerting you that your access is granted, please contact the staff person at your organization who manages Develop user accounts. That person should be able to provide you with further instructions.