ACCESSING MEMBER RESOURCES & ORGANIZATIONS

1. Go to the Admin tool at https://admin.infusioncenter.org.

2. Enter your email address (the one the admin account invited you from) and click 'Send Email Link'.

3. A message will appear that confirms the email address the login link was sent to and tells you to check your email. Click 'Go Back' and the original Login form should re-appear.

4. Open your email and look for the email with subject "Sign in to Infusion Center Locator." Click on the "Sign in to Infusion Center Locator" link inside of the email.

5. Once redirected, go to Member Resources under the Admin Panel (left panel on the screen).

6. Make sure the admin has added you as a user and you have accepted the invite to manage a center or centers.

7. You will see a Loading spinner on the Member Resources page and the page might reload once or twice. If you do not have any locations added or claimed, you will see:
    - "Sorry, your Organization must have at least 1 Approved Location in the Location Manager to access Member Resources" along with a "Go To Location Manager" button **_OR_**, if you have listings that have already been either added or claimed, the Member Resources will appear automatically.

8. You should see an "Organization" dropdown at the top of the "Member Resources" page with however many offices you have added or claimed.

9. Click on 'Organizations' under the Admin Panel (left panel on the screen).

10. You should see all the locations that you have added and can rename them if needed. Please note that renaming the locations on this page will only change the organization name you and any invited users see. To edit the office's information that is publicly viewable, you will have to go to 'Location Manager' under the Admin Panel.

11. Click on 'Location Manager'.
    - If a user invited you, you will not see any locations when the primary organization you were invited by is selected in the organization dropdown. You will only see the ones you have been invited to manage.

12. Change the Organization dropdown to the organization you were invited to. The Location Manager will reload and the "Pending Approval" location or the approved locations should be visible. Refresh the page.

Please contact Ashley Kana (ashley.kana@infusioncenter.org) with any questions or concerns.