


Member Management

How do I log in as a different member of my organization?

Only admin members can log in as different members of your organization. To log in as a different member of your organization, follow these steps:













1. Go to the Admin Tools at the top.
2. Go to Member Management under the Organization Management heading.
3. Select the company you'd like to log in as:
 - a. Scroll down to find the company you're looking for.
 - b. Search via the search bar in the top right corner.

Search name or company 

- c. Filter results by Member Type by expanding the Advanced Options arrow.

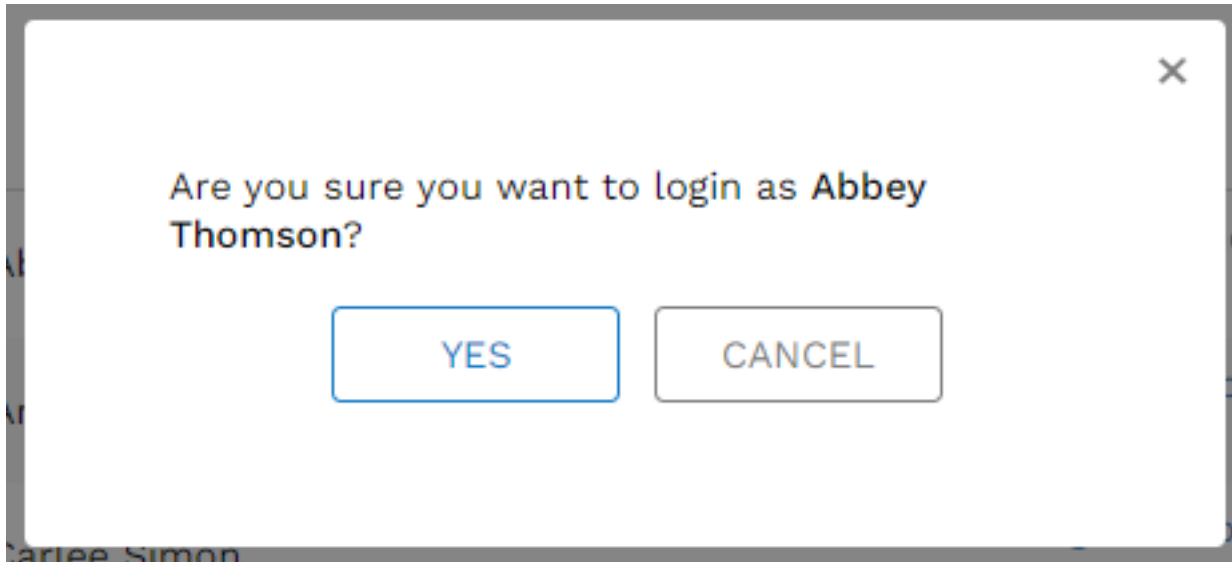


4. Click on the purple key icon in between the red trash bin and the yellow pencil icon on the right of the member's Contact Info.

Name	Contact Info	
 Abbey Thomson	abbeythomson@demo.biznomos.com 1 (234) 567-8900	  
 Anthony Rollins	anthonyrollins@demo.biznomos.com 1 (234) 567-8900	  
 Carlee Simon	carleesimon@demo.biznomos.com 1 (234) 567-8900	  

5. Click on the blue Yes button to confirm that you'd like to log in as the selected member. If not, click on the gray Cancel button and select the member you'd like to log in as.

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Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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