Member Management

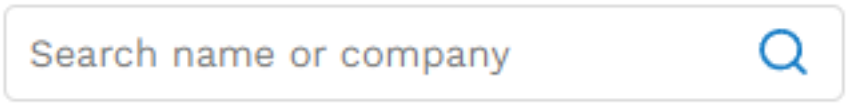
How do I log in as a different member of my organization?

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.

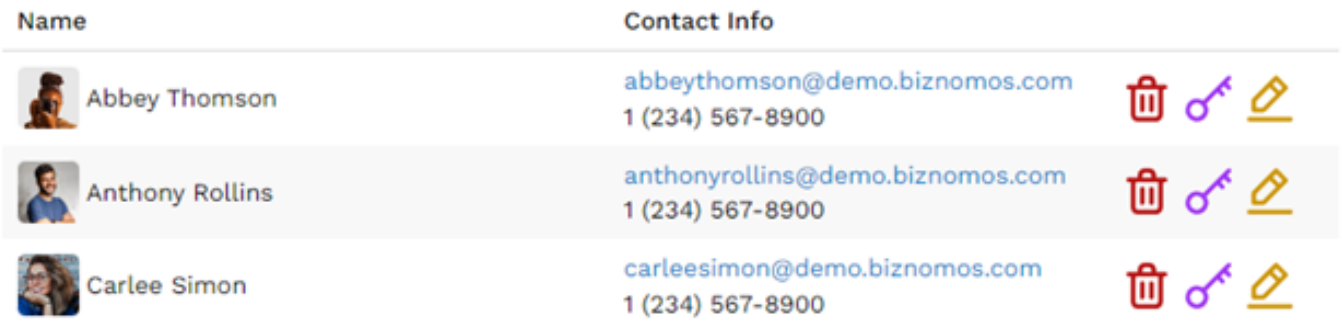
b. Search via the search bar in the top right corner.



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

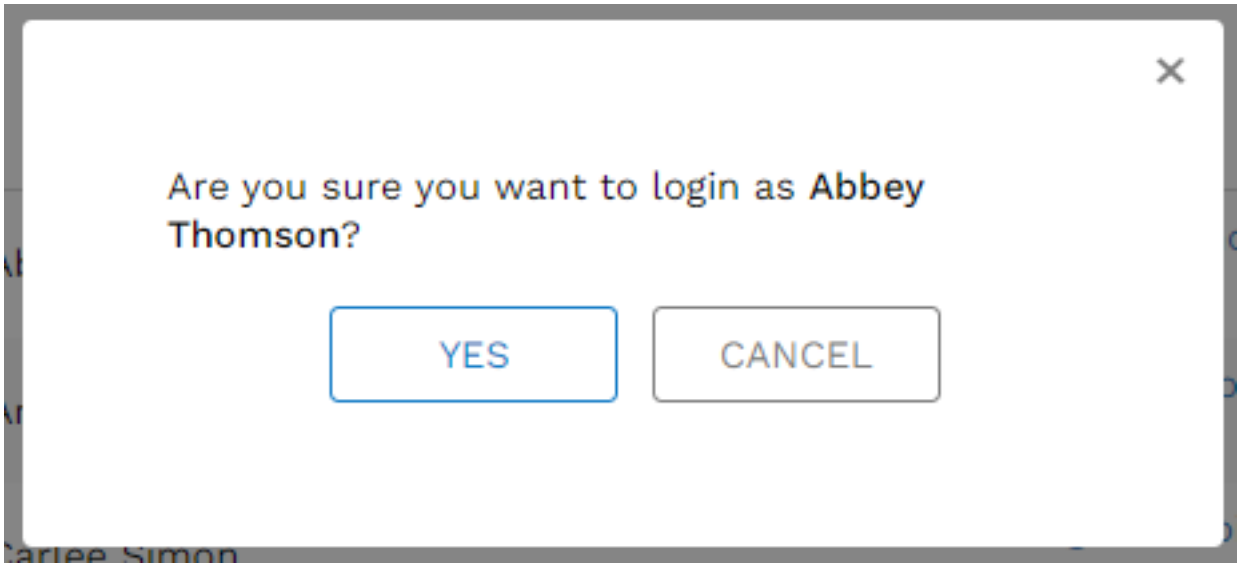


4. Click on the purple key icon in between the red trash bin and the yellow pencil icon on the right of the member's Contact Info.



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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URL: https://help.biznomos.com/content/9/11/en/how-do-i-log-in-as-a-different-member-of-my-organization.html



Didn't find what you’re looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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