

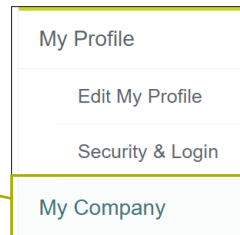


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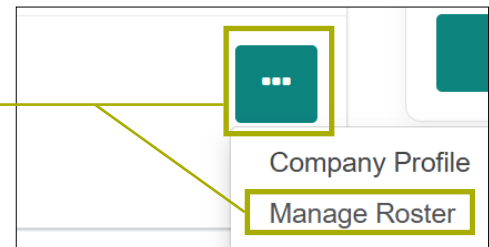
Creating a New Account - Company Manager

1. Login to your profile: Membership.AmericanHort.org

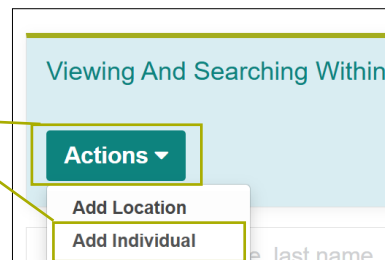
2. Click on **My Company** located on the left side



3. On the next screen, click on the **three dots** to the right of the company name and click on **Manage Roster**



4. Near the top, click on **Actions** then **Add Individual**



5. **Search for employees** that have a profile not connected to the membership

Or

Create New Individual and add them automatically to the company membership



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Creating a New Account - Individual

1. Go to **Membership.AmericanHort.org**
2. Click on **Don't have an account?** located under the login button
3. Fill in requested information and click **Create Account**

✉
Password
🔍
LOG IN
[Forgot your password?](#)
[Don't have an account?](#)

**If you are employed by a member company,
use the steps below to link your profile to your employer's account.**

4. Once the account is created, scroll down and find the **Companies** section and click **Add Employer**

Companies
Summary of your current company affiliations.
Add Employer

5. In **Account Name** enter the name of your current employer

Less is more when searching. If the company name has punctuation in the name try searching without and vica versa

Search For Companies
Search to see if your company already has a profile.
Account Name *
Account Phone
Account Fax
Website
Search

6. Find the name of your company and click **Add Employer**

The email used when setting up the account must have the same email domain as the company

Search Results
Company Name will show here
Add Employer

This reminder is provided by AmericanHort to ensure your team has full access to all membership benefits.
Questions? Contact AmericanHort at **Hello@AmericanHort.org** or (614) 487-1117