How to resend the system-generated email (with unique URL) to a new Profiles user (for Administrators)

The administrator must log into Organization Manager (ama-assn.org/go/orgmanager) to resend the system-generated email to a newly added user.

Step 1
Click on the organization’s name to be directed to the Organization Details page.

Step 2
On the Organization Details page, click the Change Requests tab.
Step 3
On the Change Requests screen, locate the Filter by Status menu. The default for this drop down menu is “Pending,” but by clicking on the arrow, you have the additional options of “Approved,” “Rejected” and “All.” For this task, choose either “Approved” or “All.”

Step 4
A table of change requests will appear on the screen. Search for “Add User to Organization” in column 1 and the user’s email address in column 2. An envelope icon appears to the right of the user’s email address. Click on the envelope icon.

Click on the envelope icon to resend the email.
Step 5  
A Send Email pop-up box will appear. Click the YES button to send the email.

Step 6  
A confirmation that the email has been resent will appear in a new pop-up box. Click OK in this pop-up box to complete the process.