

Accessing the company profile online ~ Primary Contact or Designee only

The primary contact of every company – *or their authorized Designee(s)* – can access the company profile online following these steps:

- Login to www.necanet.org
- **Click your name** at the top of the page and choose **My Profile** from the drop-down menu
- On your “**Personal Snapshot**” page click the **Company Profile** button at the bottom of the page
- Click the **Edit Company** button at the top of the next page to update the **company information** and click the **Manage Roster** button to make changes to the **employee roster** or add new/delete individuals
- Click the **Save** button at the bottom of the company profile if any changes were made

Note: Login for www.necanet.org:

- **User Name** = your email address
- **Password** = whatever you created for our website (**NECA National cannot access/retrieve anyone’s password in our system – you need to use the **Forgot Password link** on the Login page if you don’t remember the password you previously created*)

***If someone has not yet set up a new Password on their profile, they need to do that before they can access our website for the first time ~ instructions below.**

<https://www.necanet.org/news-media/detail/news/2021/12/07/your-guide-to-our-new-website>