

Managing Your IANA Member Profile

Table of Contents

Updating Your IANA Member Profile	3
Edit Primary Information – Profile Information	6
Change Organization Affiliation	9
Managing Your Organization Roster	11
Managing Employees - Adding an Employee	12
Managing Employees - Removing an Employee	16

Updating Your IANA Member Profile

My Profile

MY PROFILE

Your Membership Status: **Non-Member** [View Membership Details >](#)

EDIT

NO PHOTO

Calverton, MD 20705-4049
(301)982-3400 x 346
(301)982-4815
art.cleaver@intermodal.org
View Website

EDIT CONTACT INFO

EDIT SOCIAL LINKS

PROFILE DETAILS (VISIBLE ONLINE: YES)

Name: Mr. Art Cleaver
Title: Membership & Marketing Coordinator
Company: Intermodal Association of North America

11785 Beltsville Drive
Suite 1100
Calverton, MD, 20705-4049
UNITED STATES

ADD/EDIT BIO **EDIT PRIMARY INFO**

[Change My Organization](#)

MY ACCOUNT LINKS

- My Profile
- My Full Profile
- My Full Contact Info
- My Social Communities Links
- My Invoices
- My Membership
- My Events
- My Committees
- My Interests
- My Saved Payment Info
- My Orders
- My Transactions
- Change My Password

- Main profile screen
- Displays key information
- Gateway screen on accessing, changing or updating information

Update Profile

MY PROFILE

Your Membership Status: **Non-Member** [View Membership Details >](#)

PROFILE DETAILS (VISIBLE ONLINE: YES)

Name: Mr. Art Cleaver
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Company: [Intermodal Association of North America](#)

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[EDIT](#)

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[EDIT CONTACT
INFO](#)

[EDIT SOCIAL
LINKS](#)

- Click on edit primary info

Edit Primary Information – Profile Information

EDIT MY PRIMARY INFORMATION

PROFILE INFORMATION

Not available online?

If checked, your profile will not be displayed in our member directory.

Prefix:

First name: Art
If you wish to change your name in our system, please contact IANA using [this form](#).

Middle name: If you wish to change your name in our system, please contact IANA using [this form](#).

Last name: Cleaver
If you wish to change your name in our system, please contact IANA using [this form](#).

suffix: If you wish to change your name in our system, please contact IANA using [this form](#).

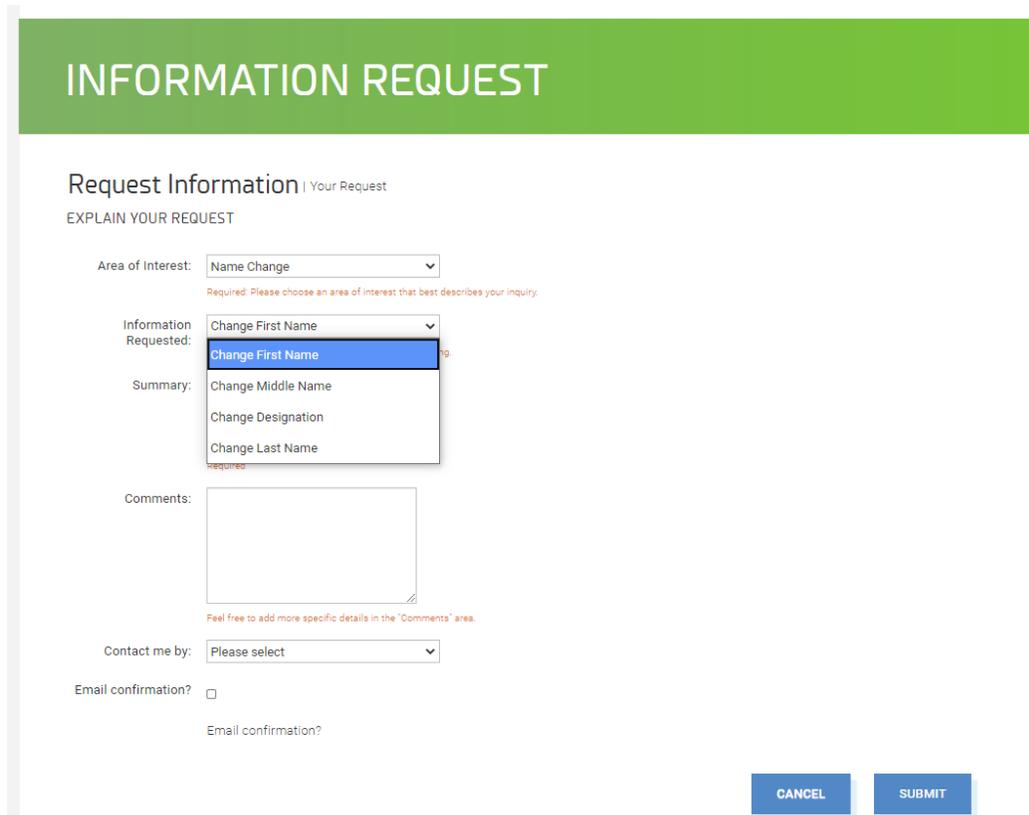
Organization: **Intermodal Association of North America**

Title:

- Can send request to have name changed
- To change name, use the link to the Information Request change form



Information Request Change Form



The screenshot shows a web form titled "INFORMATION REQUEST" with a green header. Below the header, the form is titled "Request Information | Your Request" and "EXPLAIN YOUR REQUEST". It contains several fields: "Area of Interest" with a dropdown menu set to "Name Change"; "Information Requested" with a dropdown menu showing "Change First Name" selected; "Summary" with a list of options: "Change Middle Name", "Change Designation", and "Change Last Name"; "Comments" with a text area; "Contact me by:" with a dropdown menu set to "Please select"; and "Email confirmation?" with an unchecked checkbox. At the bottom right, there are "CANCEL" and "SUBMIT" buttons.

- Select Name Change option for the Area of Interest
- Select element of name to be changed
- Add additional information if needed
- Press submit to send requested change(s) to an IANA staff member

Edit Primary Information – Address Information

ADDRESS INFORMATION

Attention:

Address 1:
Required

Address 2:

Address 3:

City:
Required

State: Required

Zip code:
Required

Country: Required

Province:

Contact by:

- Used to change address information

Change Organization Affiliation

MY PROFILE

Your Membership Status: **Non-Member** [View Membership Details](#) >

EDIT

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ADD/EDIT BIO

EDIT PRIMARY INFO

Change My Organization

MY ACCOUNT LINKS

My Profile
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Change My Password

- To change organizations, click on “Change My Organization” link



IANA

INTERMODAL ASSOCIATION
OF NORTH AMERICA

Change Organization Affiliation

ORGANIZATION CHANGE REQUEST

ORGANIZATION CHANGE REQUESTOR

Requester name:

Required

Current organization:

Communication method:

Send request copy?

REQUEST DETAILS

Origin:

Required

Summary:

Required

Priority:

Required

REQUEST ACTIVITY

Request:

Required

Reason for change:

Required

Details of change:

To receive an E-mail of your request

CANCEL

SEND REQUEST

- Enter in new organization information in the Details of Change section on page



IANA

INTERMODAL ASSOCIATION
OF NORTH AMERICA

Managing Your Organization Roster

Managing Employees - Adding an Employee

MY PROFILE

Your Membership Status: Member [View Membership Details](#)

PROFILE DETAILS (VISIBLE ONLINE: YES)

MY ACCOUNT LINKS

Name: Mr. Thomas G. Williams
Title: Group Vice President, Consumer Products
Company: BNSF Railway

[ADD/EDIT BIO](#) [EDIT PRIMARY INFO](#)

[EDIT CONTACT INFO](#) [EDIT SOCIAL LINKS](#)

[Change My Organization](#)

My Profile
My Full Profile
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Change My Password

MY RECENT INVOICE

ORGANIZATIONS YOU MANAGE

- Can only be done by the Voting Member of the organization
- Can be done by selecting “Organizations You Manage”

Managing Employees - Adding an Employee

MY PROFILE

Your Membership Status: **Member** [View Membership Details >](#)

EDIT

PROFILE DETAILS (VISIBLE ONLINE: YES)

Name: **Mr. Thomas G. Williams**
Title: **Group Vice President, Consumer Products**
Company: **BNSF Railway**

ADD/EDIT BIO **EDIT PRIMARY INFO**

Change My Organization

EDIT CONTACT INFO

EDIT SOCIAL LINKS

MY ACCOUNT LINKS

- My Profile
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MY RECENT INVOICE

ORGANIZATIONS YOU MANAGE

BNSF Railway Fort Worth, TX 76131-2830 Primary Contact **EDIT**

- After selecting “Organizations You Manage”, the organization name will appear
- Click Edit

Managing Employees - Adding an Employee

ORGANIZATION INFORMATION

EDIT **GO BACK**

DETAILS YOUR ROLE: PRIMARY CONTACT **FIND IT ON MAP**

Name: BNSF Railway
Type: Voting/Main Office

Address: 2650 Lou Menk Drive
3rd Floor
Fort Worth, TX 76131-2830

Description: Coming soon...

VIEW TRANSACTIONS

CONTACTS: (817)867-6555, (817)352-7125, zzcashapps@bnsf.comzz, View Website
Contact: Thomas Williams

ORGANIZATION ROSTER

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 **+ ADD NEW**

LAST NAME	FIRST NAME	TITLE	MEMBER?
Amans	Deron	Additional Contact	✓ Edit Relation
Anderson	Paul	Additional Contact	✓ Edit Relation
Banks	Ben	Additional Contact	✓ Edit Relation

- Here is an overview of the organization information, including the employee roster
- To add an employee, click “Add New”



Managing Employees - Adding an Employee

ADD/EDIT MEMBER

PERSONAL INFORMATION

Prefix:

Required

First name:

Required

Middle name:

Last name:

Required

Organization: **BNSF Railway**

Title:

Required

ADDRESS INFORMATION

Address 1:

Required

Address 2:

Address 3:

- Can add employee personal information, address information and contact information
- When done, click “Save”

Managing Employees - Removing an Employee

MY PROFILE

Your Membership Status: Member [View Membership Details](#)

PROFILE DETAILS (VISIBLE ONLINE: YES)

Name: Mr. Thomas G. Williams
Title: Group Vice President, Consumer Products
Company: BNSF Railway

[ADD/EDIT BIO](#) [EDIT PRIMARY INFO](#)

[Change My Organization](#)

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Managing Employees - Removing an Employee

ORGANIZATION INFORMATION

[EDIT](#) [GO BACK](#)

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Name: BNSF Railway
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CONTACTS: (817)867-6555, (817)352-7125, zzcashapps@bnsf.comzz, View Website
Contact: Thomas Williams

ORGANIZATION ROSTER

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 [+ ADD NEW](#)

LAST NAME	FIRST NAME	TITLE	MEMBER?
Amans	Deron	Additional Contact	✓ Edit Relation
Anderson	Paul	Additional Contact	✓ Edit Relation
Banks	Ben	Additional Contact	✓ Edit Relation

- This will bring up an overview of the organization information, including the employee roster



IANA

INTERMODAL ASSOCIATION
OF NORTH AMERICA

Managing Employees - Removing an Employee

ORGANIZATION ROSTER

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 [+ ADD NEW](#)

LAST NAME	FIRST NAME	TITLE	VOTING MEMBER?	
Amans	Deron	Additional Contact	✓	Edit Relation
Anderson	Paul	Additional Contact	✓	Edit Relation
Banks	Ben	Additional Contact	✓	Edit Relation
Barksdale	Carly	Additional Contact	✓	Edit Relation

- To remove an employee, click “Edit Relation” next to the employee name you wish to remove

Managing Employees - Removing an Employee

EDIT RELATIONSHIP

IANA Edit Roster | Edit Individual

AFFILIATION INFORMATION

Organization: BNSF Railway

Individual: Mr. Deron Amans

Relationship type: Additional Contact

CANCEL

END RELATION

- Click “End Relation” to remove the employee