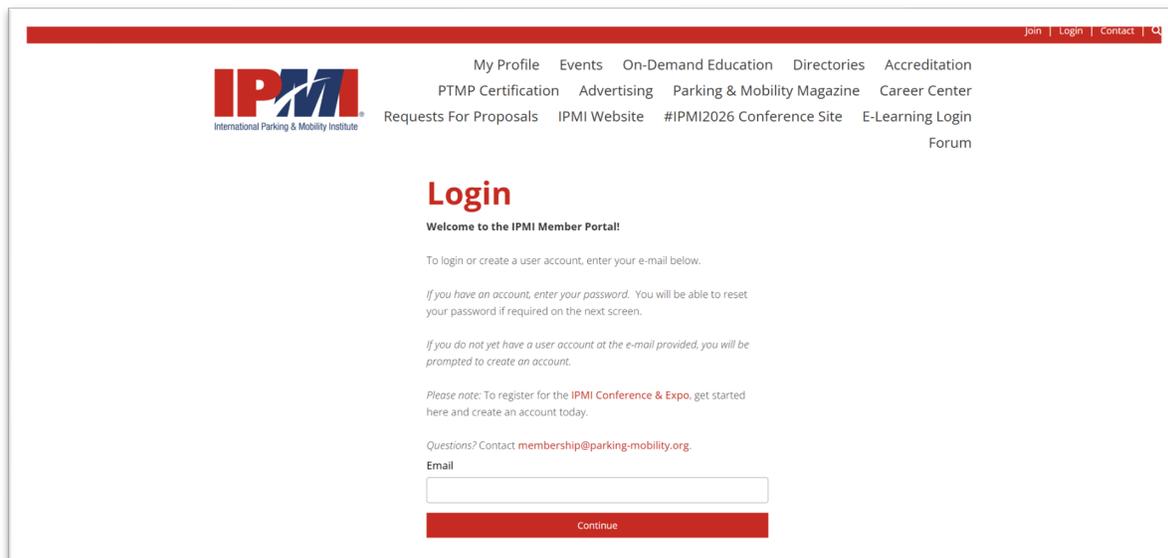


INSTRUCTIONS ON HOW TO UPDATE YOUR STAFF ROSTER

- Anyone on your team with Management Access (including your primary/voting and billing contacts) may make changes via the portal. Instructions to do so follow in this document.
- You may also request a staff roster in excel and email the update to membership@parking-mobility and IPMI will make the updates for you.
- To receive member benefits under your organization, including free frontline training, chats and roundtables, discounts on conference and registration fees, staff must be on the roster.

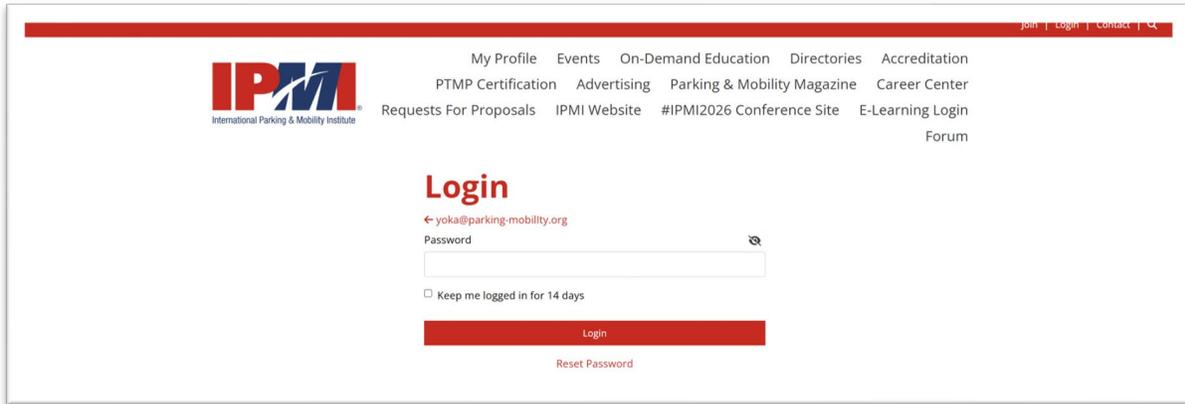
MAKING UPDATES IN THE PORTAL

1. Visit <https://login.parking-mobility.org/login> and enter your username.

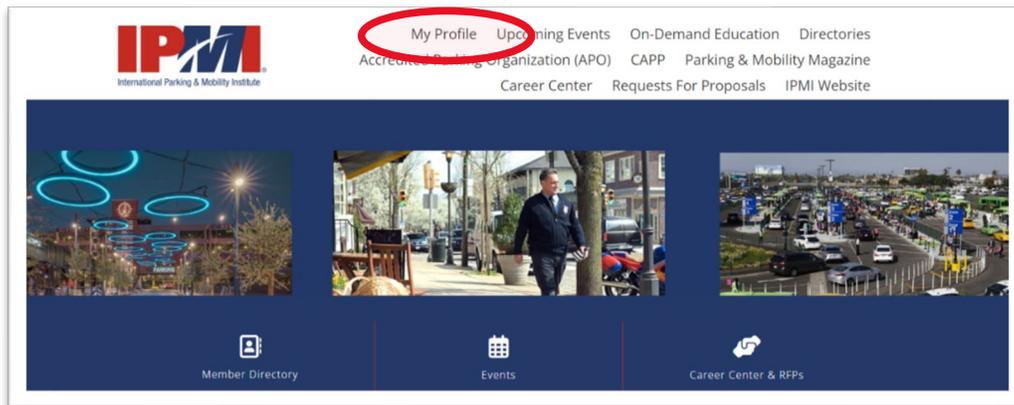


The screenshot shows the IPMI Member Portal Login page. At the top right, there are links for "Join", "Login", and "Contact". The IPMI logo is on the left. A navigation menu includes: My Profile, Events, On-Demand Education, Directories, Accreditation, PTMP Certification, Advertising, Parking & Mobility Magazine, Career Center, Requests For Proposals, IPMI Website, #IPMI2026 Conference Site, E-Learning Login, and Forum. The main heading is "Login". Below it, the text reads: "Welcome to the IPMI Member Portal!". Instructions follow: "To login or create a user account, enter your e-mail below." It then provides two scenarios: "If you have an account, enter your password. You will be able to reset your password if required on the next screen." and "If you do not yet have a user account at the e-mail provided, you will be prompted to create an account." A "Please note" section states: "To register for the IPMI Conference & Expo, get started here and create an account today." A link for "Questions? Contact membership@parking-mobility.org" is provided. Below this is an "Email" label and a text input field. At the bottom is a red "Continue" button.

On the next page, enter your password. If you forget your password, click on the “Reset Password” link to receive an email from info@parking-mobility.org containing instructions for resetting your password.



Once you are logged in, click “My Profile” at the top of the screen.

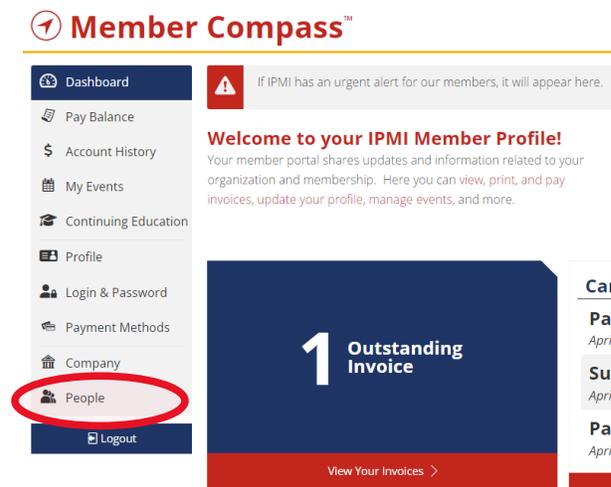


2. Click on “People” on the vertical links on the left to add, delete, or edit the profiles.

If you do not have Management Access, you will not see the People tab and will not be able to edit the roster. Ask your primary or billing contact to give you access or ask an IPMI staff member to give them to you by emailing membership@parking-mobility.org.

Open invoices will be listed in the blue box in the center of the screen. Click “View Your Invoices” to see and pay invoices.

Note: Name changes can only be completed by IPMI staff. Please email us at membership@parking-mobility.org with name change requests.



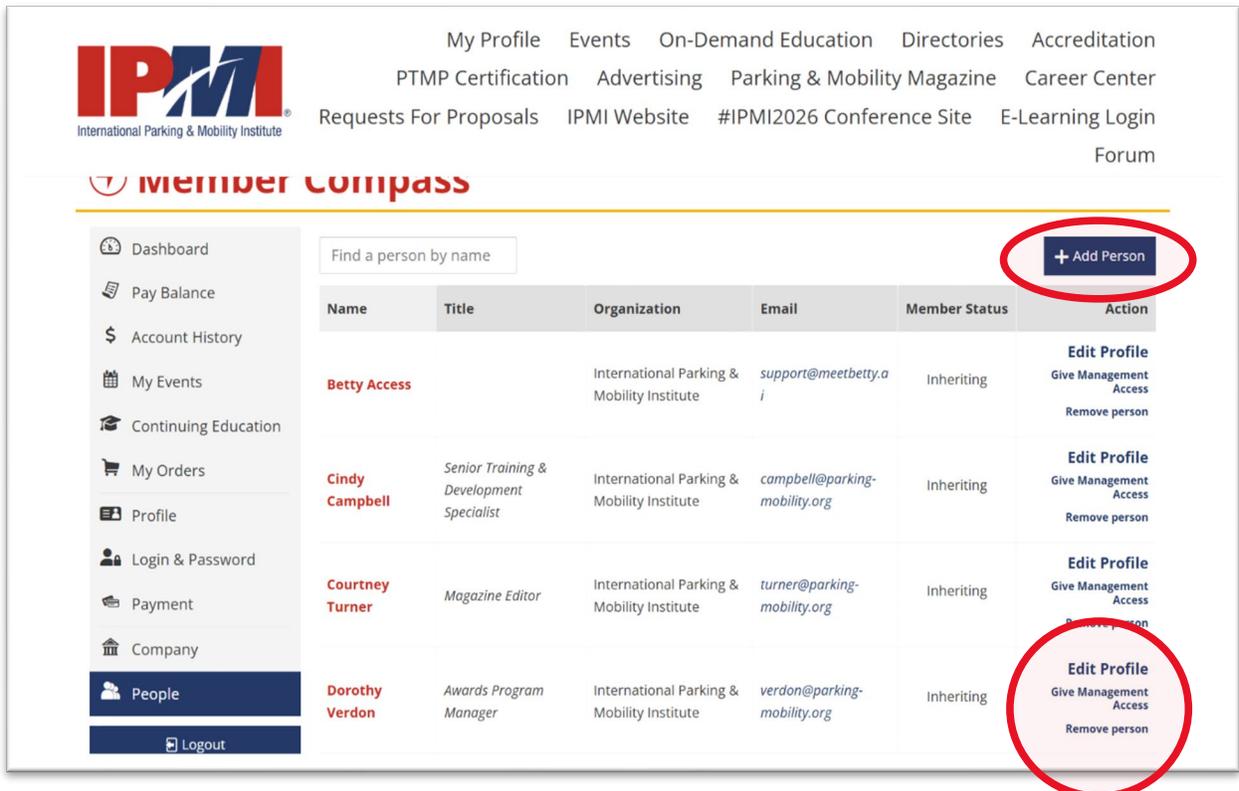
3. Add and remove employees from your roster.

To add an employee, click on “Add Person” at the top of the next screen.

The database lists required fields with an asterisk. Most are self-explanatory but please reach out to us via email with questions!

For **Specific Role in Organization**, choose the most appropriate response from the drop-down options.

It is recommended that those with management access complete basic information and extend the invitation to the individual to complete any optional personal information.



The screenshot shows the IPMI Member Compass interface. At the top, there is a navigation bar with links: My Profile, Events, On-Demand Education, Directories, Accreditation, PTMP Certification, Advertising, Parking & Mobility Magazine, Career Center, Requests For Proposals, IPMI Website, #IPMI2026 Conference Site, E-Learning Login, and Forum. Below this is the 'Member Compass' header. On the left is a sidebar menu with options: Dashboard, Pay Balance, Account History, My Events, Continuing Education, My Orders, Profile, Login & Password, Payment, Company, People (highlighted), and Logout. The main content area features a search box 'Find a person by name' and a table of employees. A red circle highlights the '+ Add Person' button in the top right corner of the table. Another red circle highlights the 'Edit Profile', 'Give Management Access', and 'Remove person' options for the employee Dorothy Verdon.

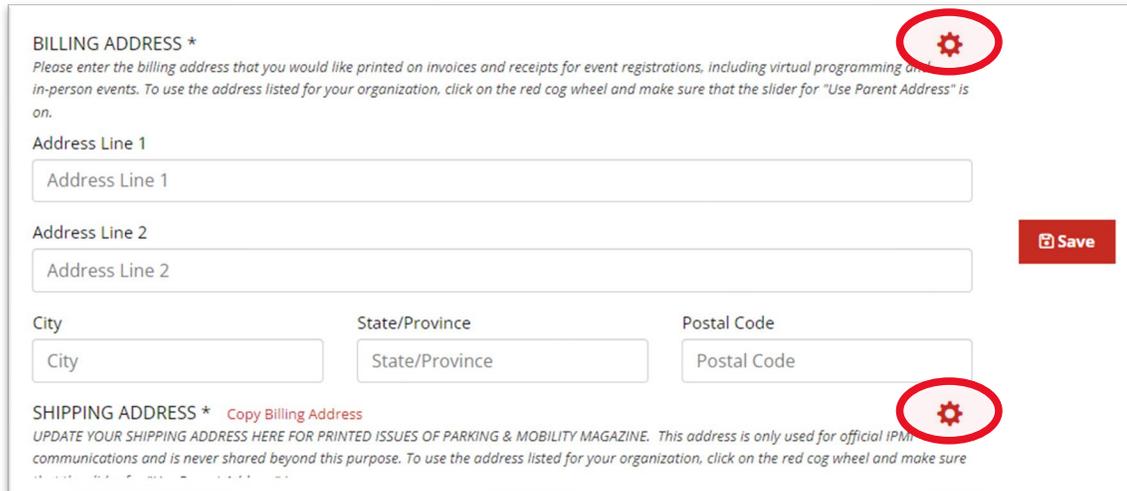
Name	Title	Organization	Email	Member Status	Action
Betty Access		International Parking & Mobility Institute	support@meetbetty.a i	Inheriting	Edit Profile Give Management Access Remove person
Cindy Campbell	Senior Training & Development Specialist	International Parking & Mobility Institute	campbell@parking-mobility.org	Inheriting	Edit Profile Give Management Access Remove person
Courtney Turner	Magazine Editor	International Parking & Mobility Institute	turner@parking-mobility.org	Inheriting	Edit Profile Give Management Access Remove person
Dorothy Verdon	Awards Program Manager	International Parking & Mobility Institute	verdon@parking-mobility.org	Inheriting	Edit Profile Give Management Access Remove person

4. Add the employee’s information to the pop-up screen.

For the **billing** address, double-click the red cog to insert the address for your organization. *There should be one billing address for all employees on your roster.*

For the **shipping** address, double-click on the red cog to insert the addresses listed for your organization, if applicable. Line 2 should be used for specific suites or departments.

If the shipping address is different than the organization's, enter the address in lieu of using the red cog. *Individual addresses are hidden in the Member Directory.*



BILLING ADDRESS *

Please enter the billing address that you would like printed on invoices and receipts for event registrations, including virtual programming and in-person events. To use the address listed for your organization, click on the red cog wheel and make sure that the slider for "Use Parent Address" is on.

Address Line 1

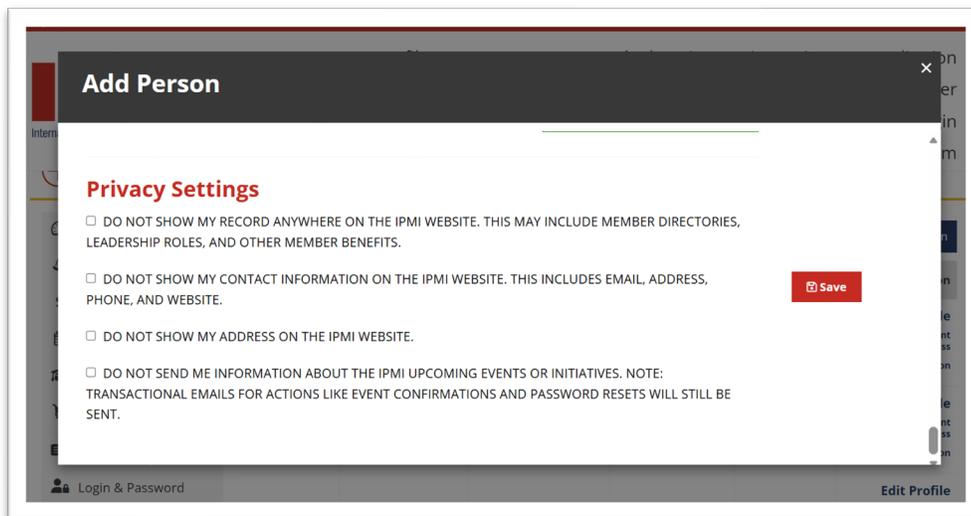
Address Line 2

City State/Province Postal Code

SHIPPING ADDRESS * [Copy Billing Address](#)

UPDATE YOUR SHIPPING ADDRESS HERE FOR PRINTED ISSUES OF PARKING & MOBILITY MAGAZINE. This address is only used for official IPMI communications and is never shared beyond this purpose. To use the address listed for your organization, click on the red cog wheel and make sure

5. Review the privacy settings for any new employees.



Add Person

Privacy Settings

DO NOT SHOW MY RECORD ANYWHERE ON THE IPMI WEBSITE. THIS MAY INCLUDE MEMBER DIRECTORIES, LEADERSHIP ROLES, AND OTHER MEMBER BENEFITS.

DO NOT SHOW MY CONTACT INFORMATION ON THE IPMI WEBSITE. THIS INCLUDES EMAIL, ADDRESS, PHONE, AND WEBSITE.

DO NOT SHOW MY ADDRESS ON THE IPMI WEBSITE.

DO NOT SEND ME INFORMATION ABOUT THE IPMI UPCOMING EVENTS OR INITIATIVES. NOTE: TRANSACTIONAL EMAILS FOR ACTIONS LIKE EVENT CONFIRMATIONS AND PASSWORD RESETS WILL STILL BE SENT.

Save

Login & Password Edit Profile

6. To edit an existing profile (such as their shipping address, job title, or phone number), click on "Edit Profile."

Click "Give Management Access" to give an employee the ability to edit the roster or pay invoices through the portal.

7. Click "Remove Person" to remove someone.

8. Click save for the record.