Adding employees or additional people to your membership

If you have employees that you would like to add to your MSTA Membership, do the following:

1. Log into your account on <u>www.msta.biz</u> If you do not remember your username /or password, click on "Forgot Your Password? " on the MSTA Homepage. You will receive an automatic email with instructions to get your username / password.

- 2. Once you are logged in, go to "My Membership Information"
- 3. Click on the "Membership Information" tab
- 4. Click on "additional individuals attached to this membership"
- 5. Click on "add an additional member"
- 6. Fill out the information about this member
- 7. Do this for every person you would like to add to your membership