Add Employees to your CPD Provider User Profile

The CPD Provider Portal provides an easy-to-use interface with only two sections: **'User Profile'** and **'CPD Activities'.** Please follow the steps listed below to navigate the system.

1. Click on the '**User Profile**' icon to view your profile.

2. The main contact for the CPD Provider can add employees under the section header '**Add Company Employees'**. Complete the information, then click on '**Add/Update**'.

3. To send the employee their login credentials, click on the '**Send Login Email**' button.

4. To save the changes, click on '**Save/Submit**' in the toolbar at the top of the page.