



IBAT



512.474.6889
800.749.4228
www.ibat.org



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Bldg. 4, Ste. 101
Austin, TX 78730

Keep your
company's
account
up-to-date
24/7.

Online Account: Membership Management How To

Update company
information.

Update roster of
employees.

Pay outstanding
invoices.

Pull a list of IBAT
member banks.

Print an IBAT
Regions map.

How To: Log In



Go to www.ibat.org

Locate the Log In button on the top right side of the IBAT home page. The log in page contains two sections. Please ensure you're clicking the **"IBAT Member Login" blue button**. Utilize the Forgot Password feature if you do not recall your password. No account? Contact Madalyn at mfisher@ibat.org.

How To: Manage Company Info



Click "Manage company name" Green Button

Once logged into your own profile, as a company admin you'll be able to edit company information, such as company description that appears on the Find a Supplier web page. No word limit applies. Note: Print description and product listing is managed by IBAT Services staff.

How To: Update the Employee Roster



Inside "Manage company name" Green Button

1. Click the **Contacts** tab
2. To **Edit** or **Delete**: click their title or "Member" after their name. In the pop-up window, click the pencil to edit or "X" to delete.
3. To **Add** a new employee, click "Add contact" at the top of the list and fill out the information.
4. Contact mfisher@ibat.org with questions.

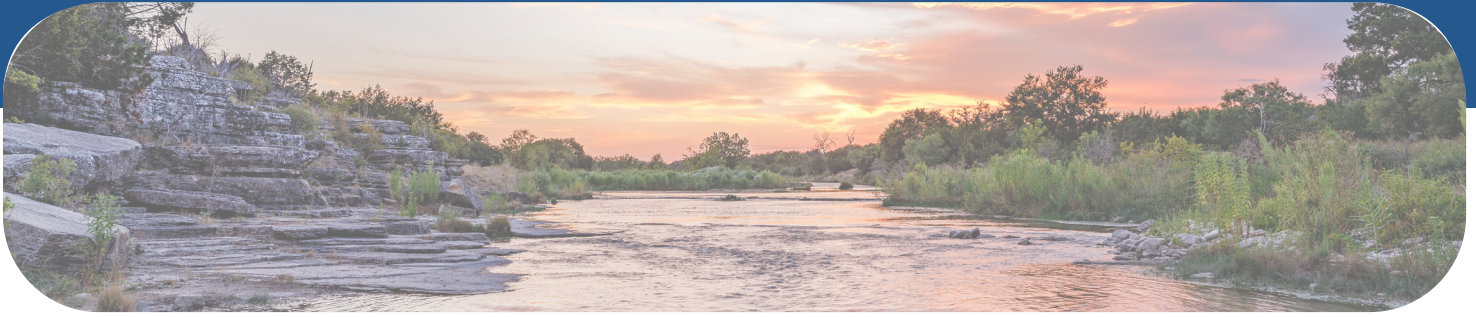
How To: Pull a Bank List and Pay Invoices



Inside "Manage company name" Green Button

1. Click the **IBAT Member Roster** tab for a full list of IBAT member banks. Use the Export button to download an Excel spreadsheet.
- Click the **Transactions** tab to pay any open invoices for your company. Click the ones you want to pay and proceed to Cart.

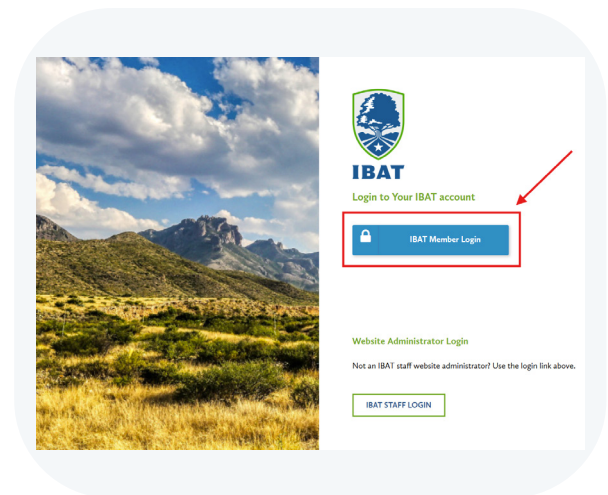
Questions? See screen shots on page 2, or contact Madalyn Fisher, Vendor Relationship Manager at 512-275-2209 or mfisher@ibat.org



01

Logging Into Your Account

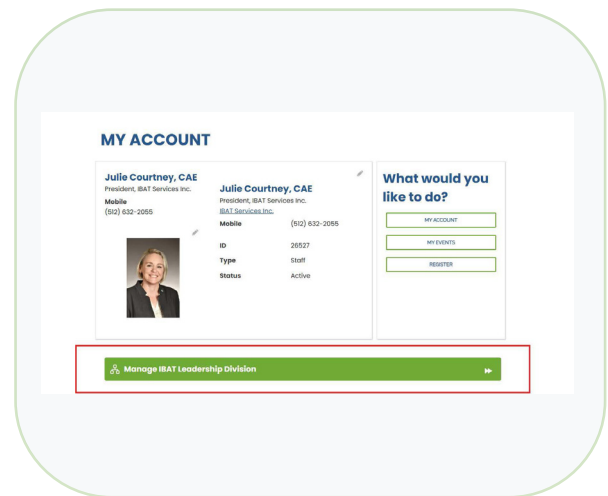
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02

Manage Company Button

Once you're viewing the company profile, you can update description, manage your roster, pay invoices and pull a bank member list.



03

Updating Company Roster

Once you're viewing your employee roster, you can add, delete or update your staff listing so it's always accurate and up-to-date.

