Quickstart: Businesses - Onboarding

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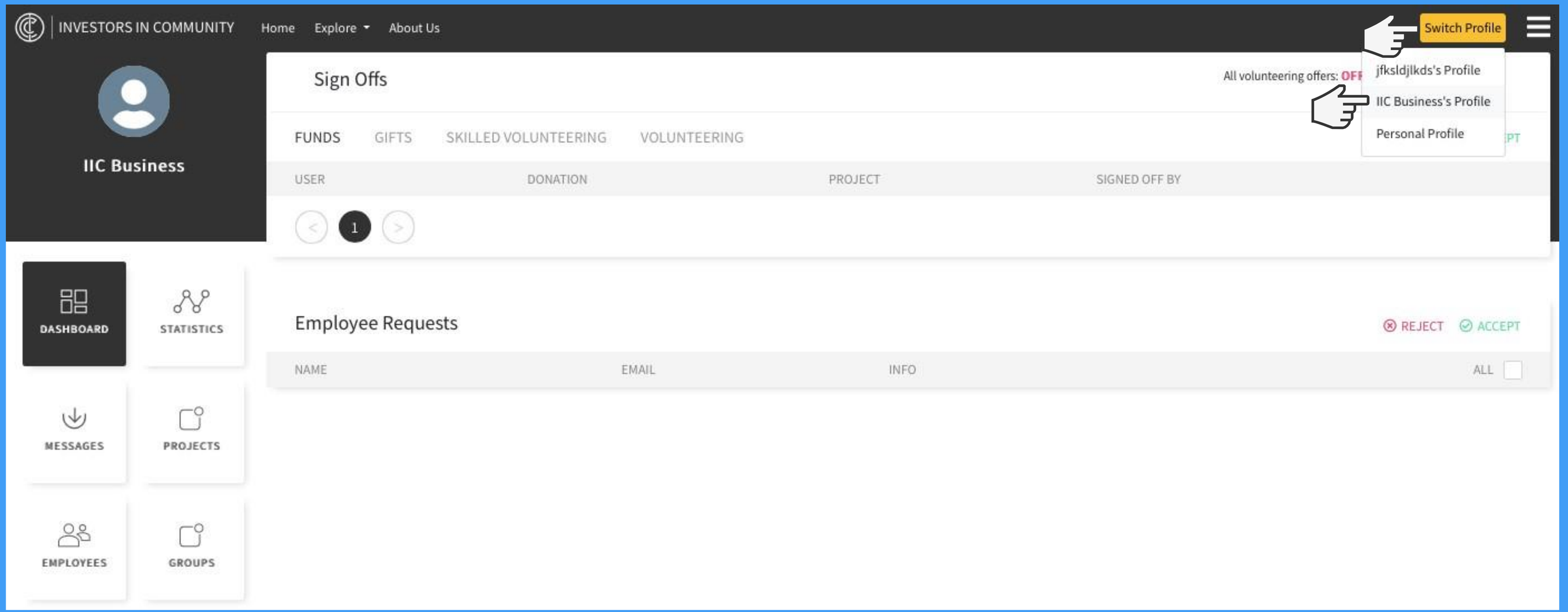
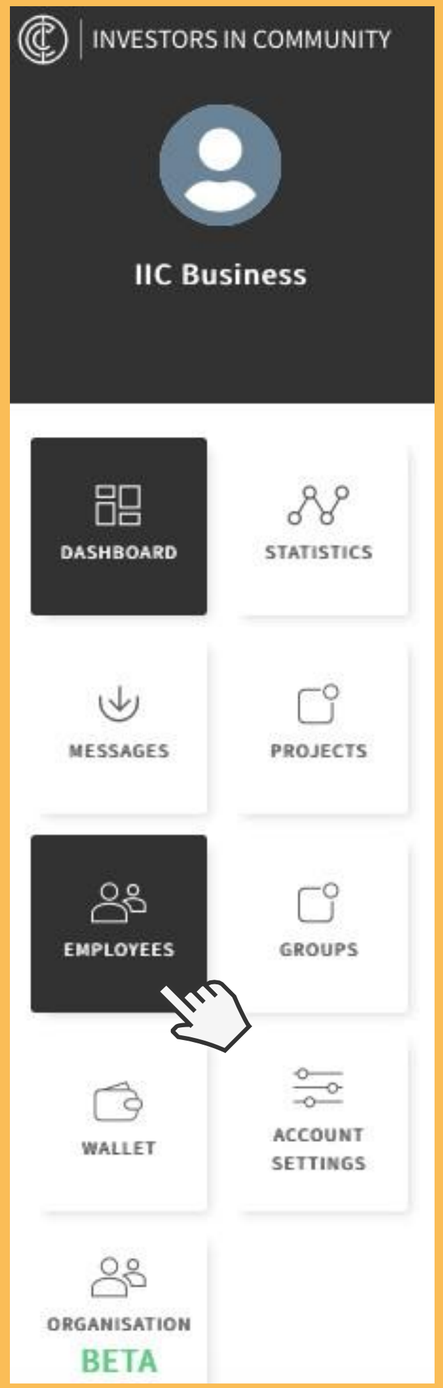
Firstly, ensure you are in your business profile. Do this by selecting switch profile and clicking on your business profile.

Important - make sure you have a CSV file of your employees & their emails, you can do this on Excel and then export to CSV. If you would like to split them into departments you must have a separate CSV.

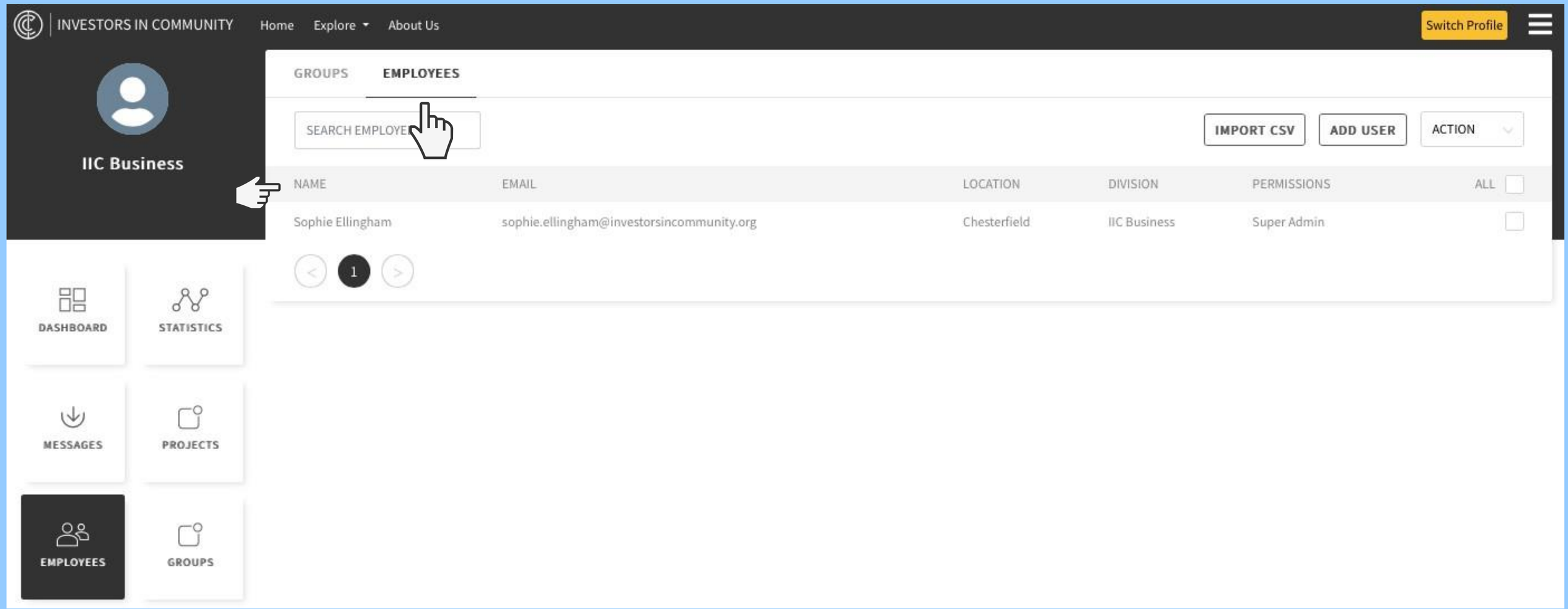




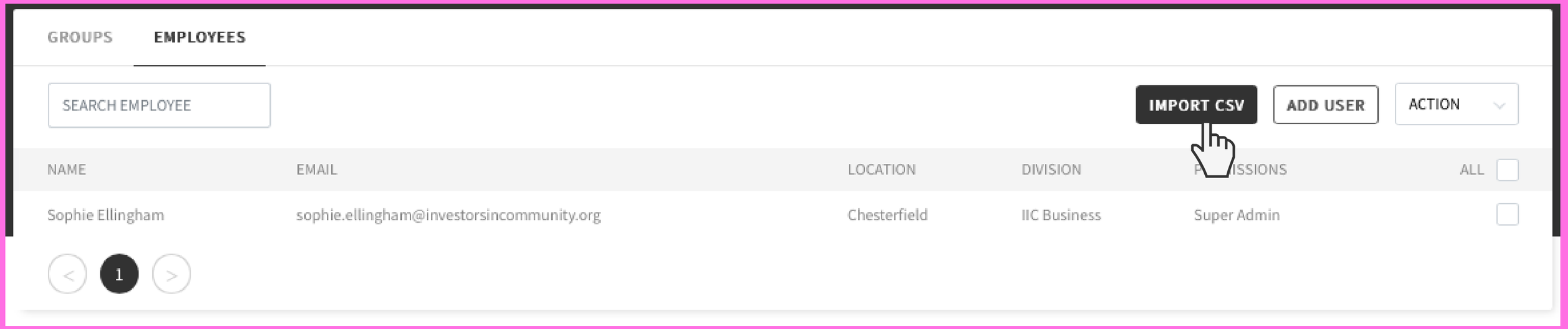
Click employees from the side menu.

After clicking on employees you should see the screen below, you should now click the employees tab.

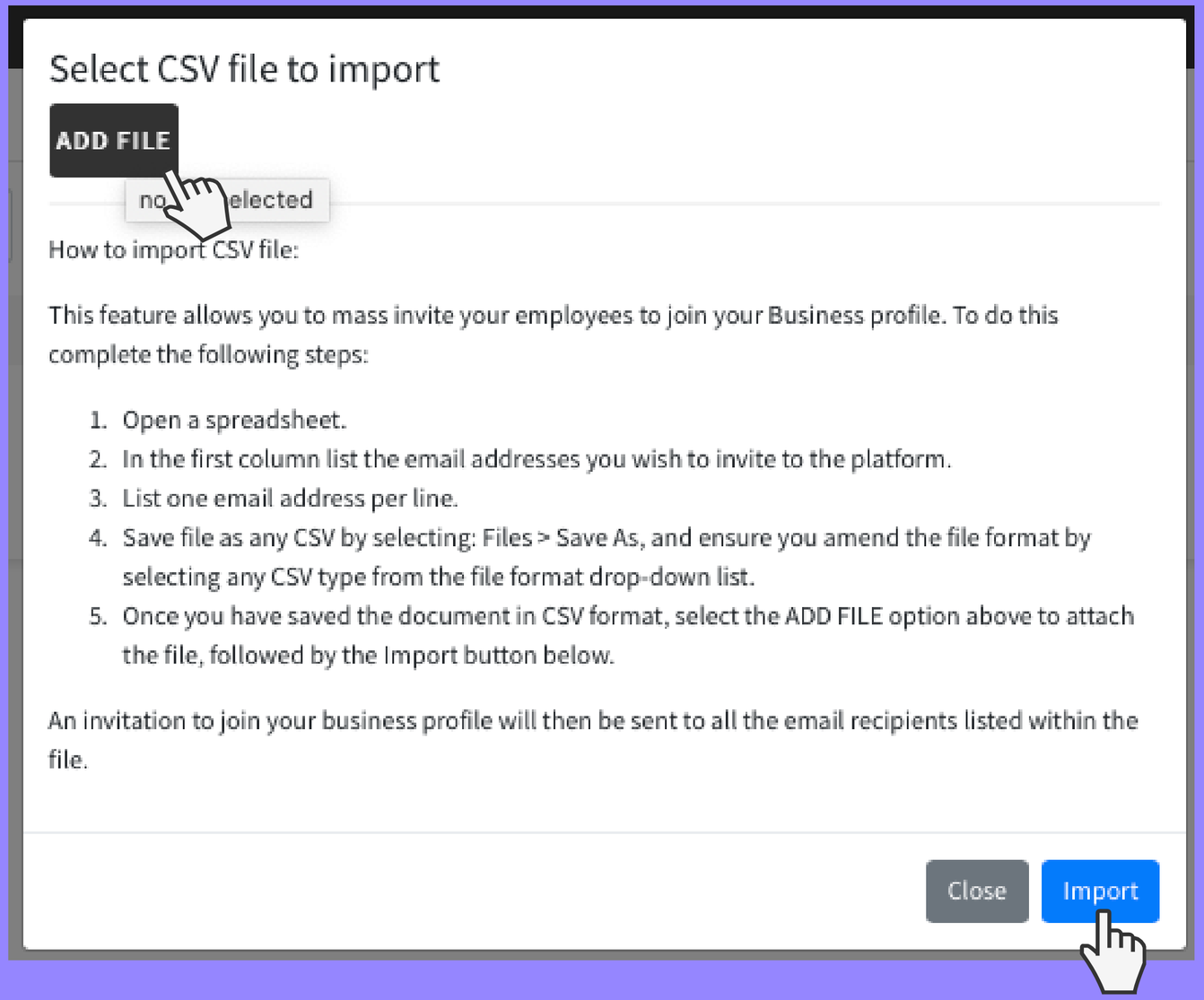
Where the arrow points to 'name' is the place you will see all employees you currently have registered.



Now click Import CSV.



You will see this page pop up, please click add file and select the CSV file you wish to upload, once you have made your selection please click import and the IIC platform will send an invitiation to all employees to join.



Thanks for reading!

Please get in touch if you have more questions.

Contact: business@investorsincommunity.org

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