

# Quickstart: Employee

## - Sign Up

[investorsincommunity.org](https://investorsincommunity.org)



Ordinary people  
doing extraordinary things.

# Signing up through a business:

If you are signing up as an employee through your business email you should receive an email like the one below after your employer has uploaded the company CSV and requested you join their profile as an employee. Please follow the link and fill in your individual details. You will automatically be connected to the business profile after signing up. For those who do not have a company email, your sign up process is on page 8.

Hello,

You've been invited by **Company name** to join the Investors In Community platform.

Please click on the following link to register and proceed to your account.

<https://iicstaging.conquex.com/register/individual/?email=>

Kind Regards,

IIC Support Team

Investors In Community

Tip: It is important you ensure your details are right for the purposes of gift aid!

You will see a sign up page, select the sign up as individual button, then fill out all the personal details, this will be your personal address, email etc then click create account.

INVESTORS IN COMMUNITY Home Explore ▾ About Us Log In Sign Up

### Sign Up as Individual

Sign up for your free account; where you can earn Community Credits 100% of your giving is passed on to your chosen good cause.

### Create Good Cause/Charities

Sign up for your free account; to engage with businesses and individuals to gain the support you need for your chosen projects in terms of volunteering, gifting items, cash donations and fundraising.

### Create Business Account

Become a business member for as little as £10 per employee per annum. You can control, manage and report on all your Corporate Social Responsible (CSR) activity from a single dashboard.

**Email**

**First Name**

**Last Name**

**Gender**

--Select--

**Phone Number**

**Date of Birth**

**Year** --Select-- **Month** 1 **Day**

**Address**

**City**

**Post code**

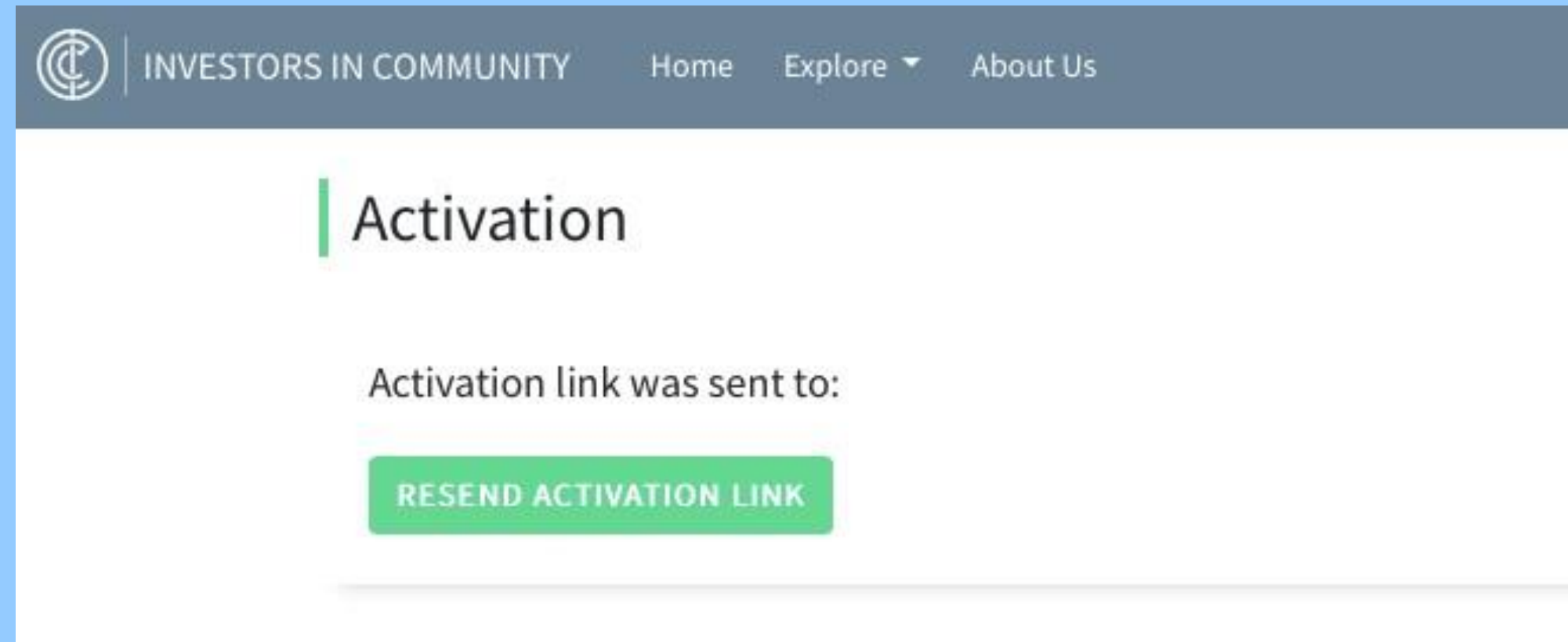
**Password**

**Repeat Password**

I have read and agree to the [Terms of Service](#)

**CREATE ACCOUNT**

After creating your account you will see this page:



Please go to your email where your activation link has been sent and then follow steps 1 and 2. If it isn't in your inbox, please check your spam folder.

Step 1 - Please click the link to activate your account.

Step 2 - After successful account activation please go back to the email and log on where it says: "here" to access your personal profile.

This is your personal profile, this is where you can see how much you've donated and how many hours you've volunteered etc

INVESTORS IN COMMUNITY Home Explore About Us [Switch Profile](#)

**your name**  
your photo **Location** Sheffield

£0  
[ADD MONEY](#)

**220** Community Credits  
**4** Projects  
**£0** My Wallet  
**£10** Donated  
**0** Hours Volunteering  
**10** Hours Skilled Volunteering  
**0** Items Gifted

**2** Pending Donations  
**2** Rejected Donations

**220** Total Community Credits [Download as a CSV](#)

CREDITS	DONATION	TYPE OF DONATION	PROJECT	CHARITY	CHARITY TYPE
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# Personal Profile Sidebar.

**Statistics** - This is where you will see your donations/volunteering experiences and community credits.

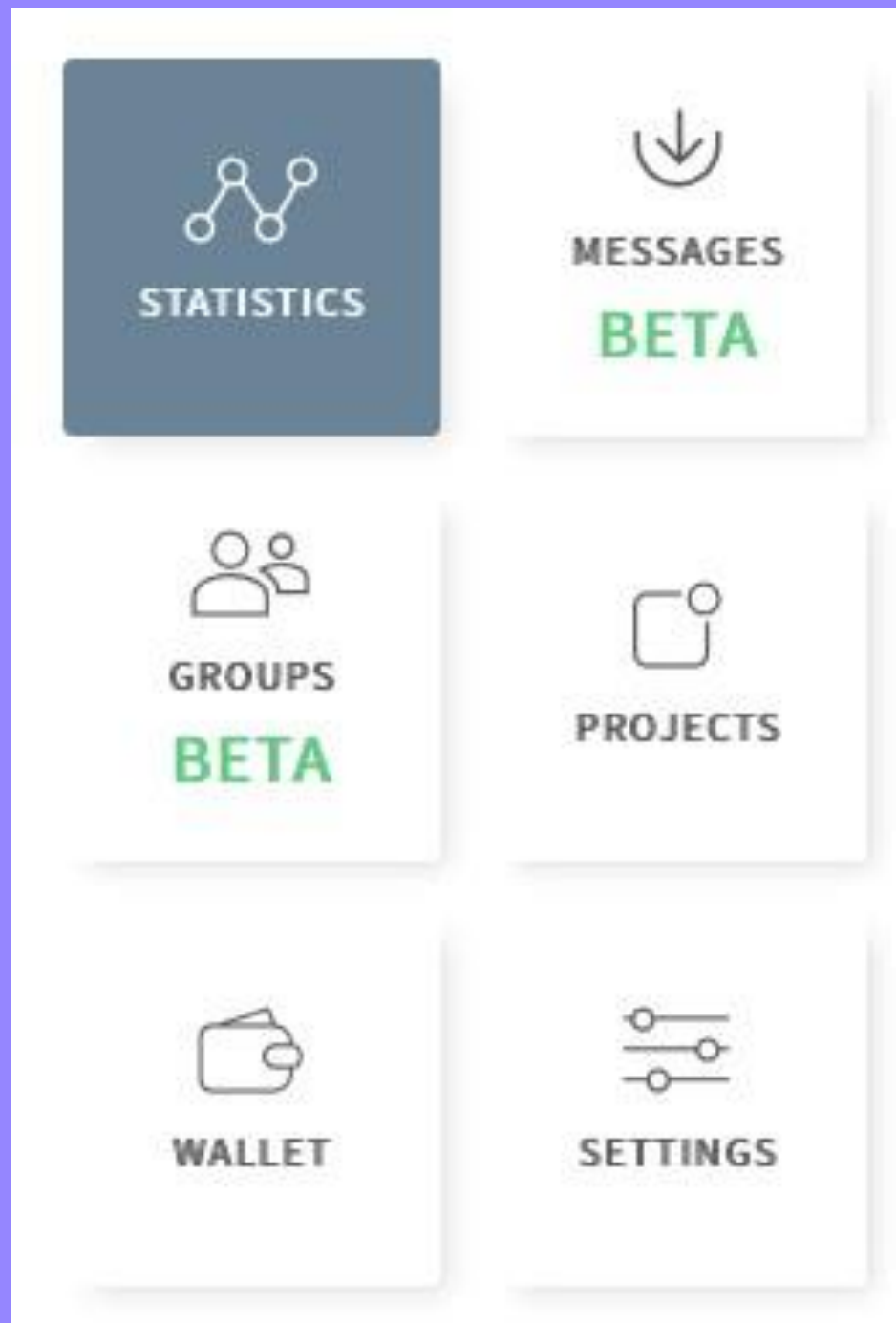
**Messages** - If you send messages to charity projects you're interested in you can keep up to date with them all here.

**Groups** - Can be created by companies or individuals, they can be private or public, whilst you can be invited to join groups you are also welcome to make your own group free of charge.

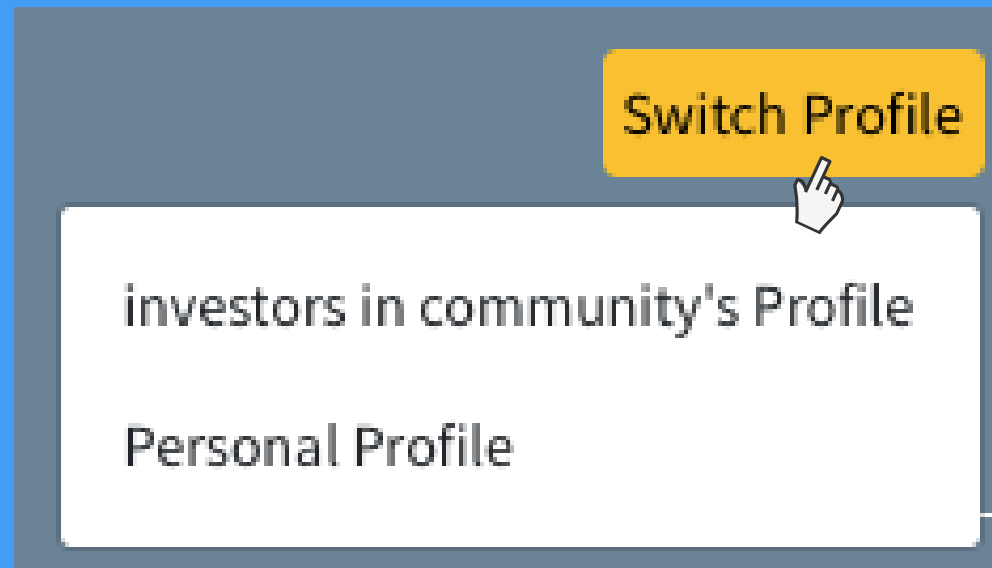
**Projects** - You can add personal projects here if you're fundraising yourself.

**Wallet** - This is where you upload money into your wallet to donate.

**Settings** - This is where you change your account settings such as picture, address etc.



# Switching Profiles.

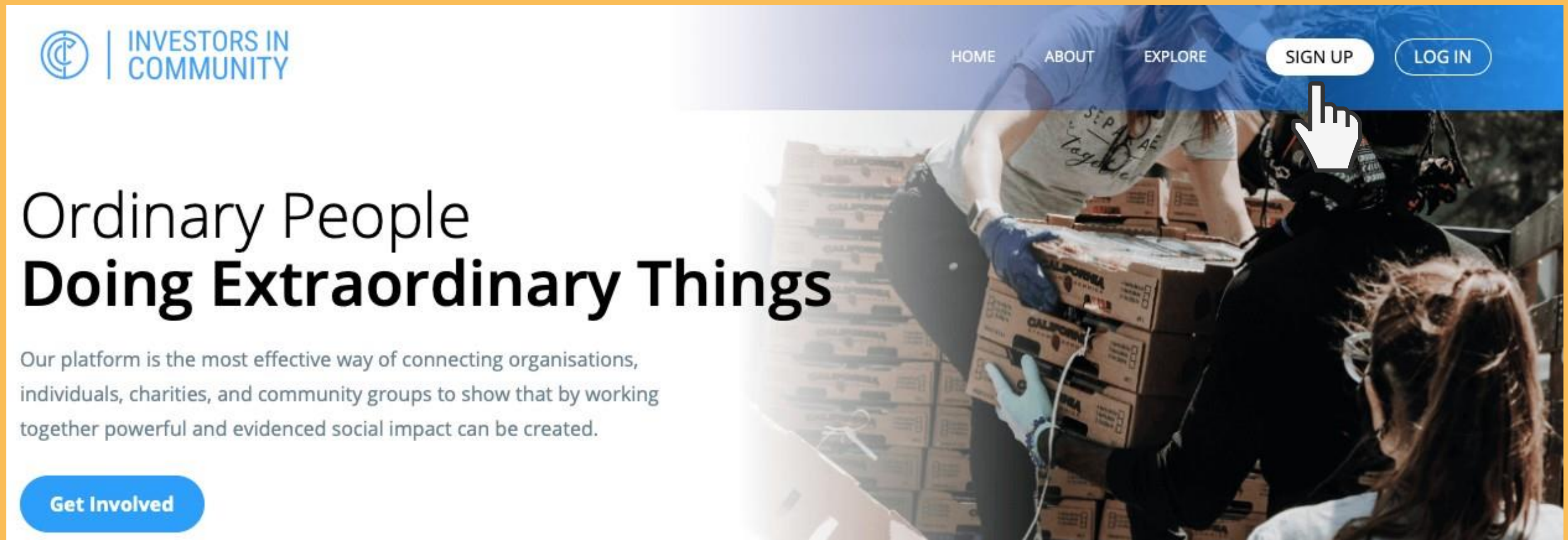


- ➔ This is the business profile (you won't have access to this as an employee)
- ➔ This is your personal profile

# Signing up through a personal email:

If you are signing up as an employee through your personal email please follow the steps below. Tip: It is important you ensure your details are right for the purposes of gift aid!

Firstly, head to our homepage and click the sign up button.



The image shows a screenshot of the Investors in Community website homepage. The background is a photograph of people wearing blue gloves and working with stacks of cardboard boxes. The website's navigation bar is blue and contains the following elements from left to right: the Investors in Community logo (a stylized 'C' with a vertical line), the text 'INVESTORS IN COMMUNITY', and navigation links for 'HOME', 'ABOUT', 'EXPLORE', 'SIGN UP', and 'LOG IN'. The 'SIGN UP' button is highlighted with a white mouse cursor icon. Below the navigation bar, the main heading reads 'Ordinary People Doing Extraordinary Things'. Underneath this, a paragraph states: 'Our platform is the most effective way of connecting organisations, individuals, charities, and community groups to show that by working together powerful and evidenced social impact can be created.' At the bottom left, there is a blue button with the text 'Get Involved'.



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Date of Birth

Year Month Day

Address

City Post code

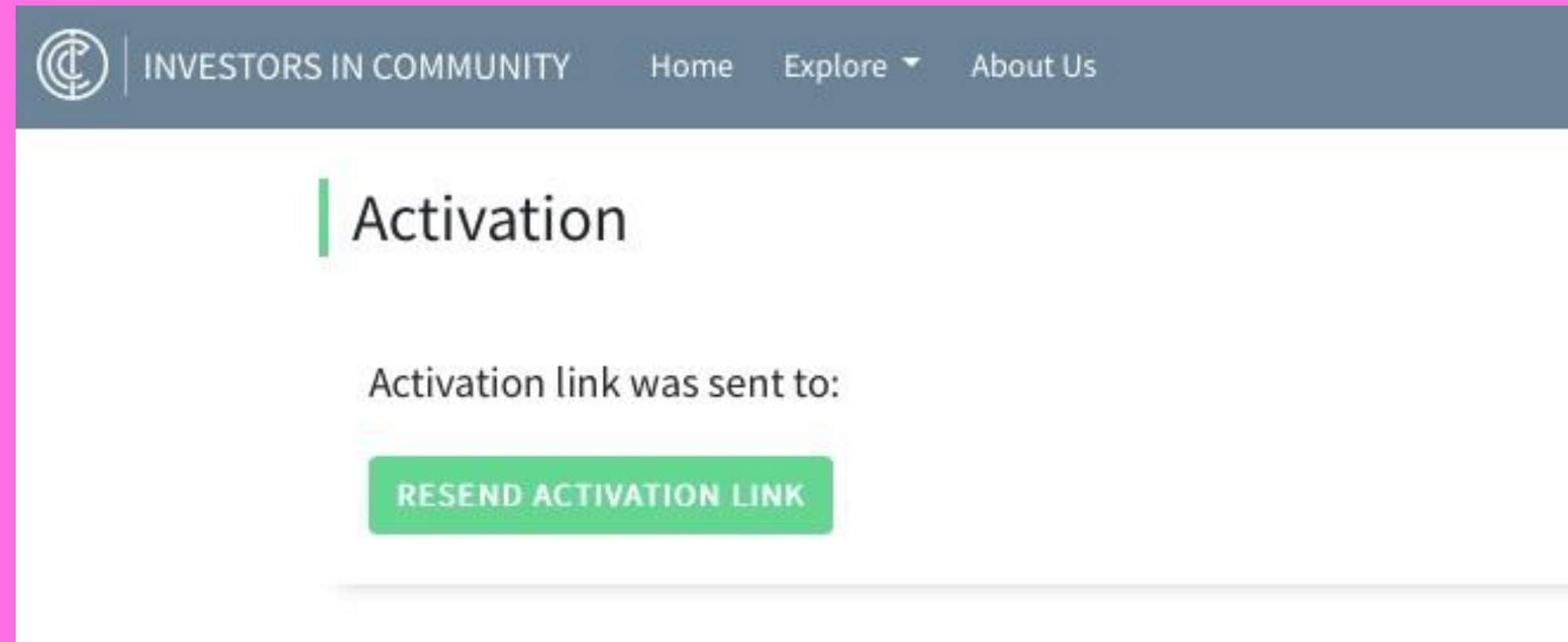
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**your name**  
your photo Location Sheffield

£0 ADD MONEY

220 Community Credits	4 Projects	£0 My Wallet	£10 Donated	0 Hours Volunteering	10 Hours Skilled Volunteering	0 Items Gifted
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220 Total Community Credits Download as a CSV

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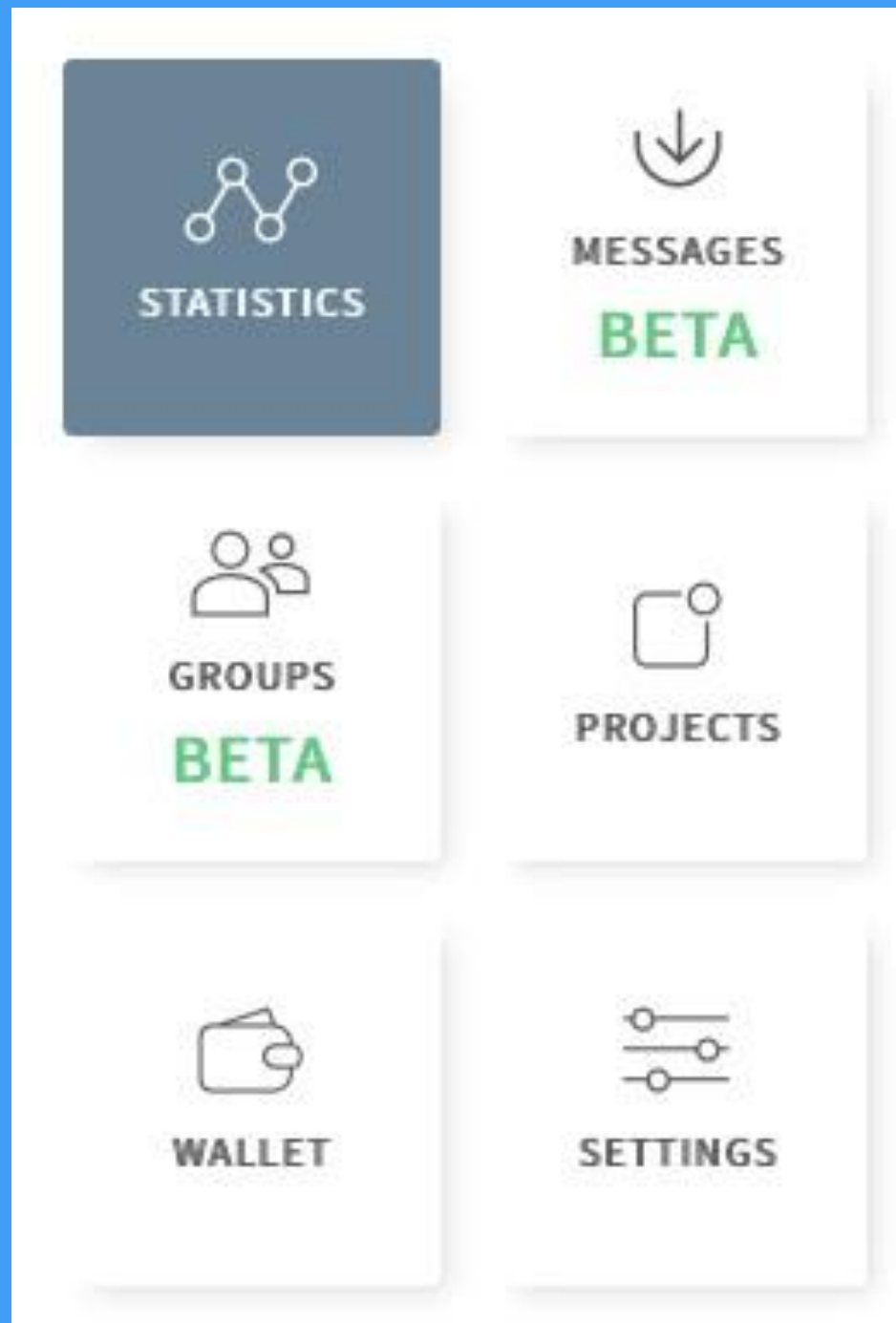
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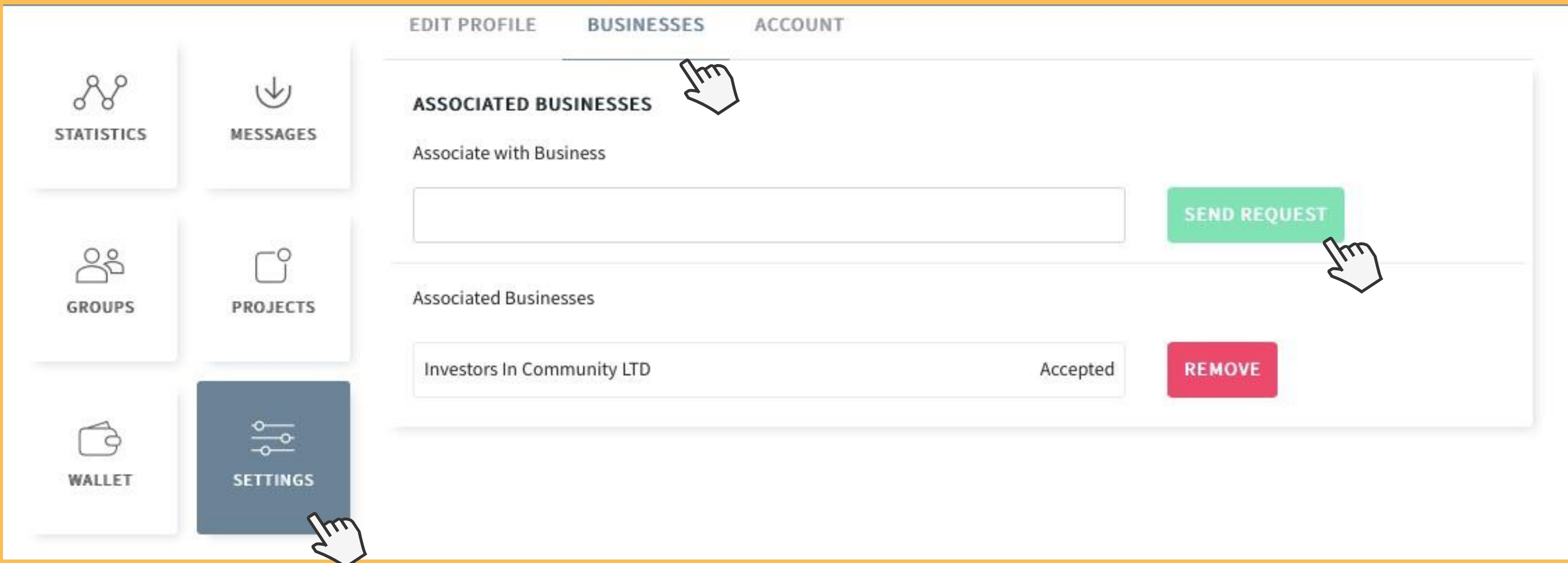
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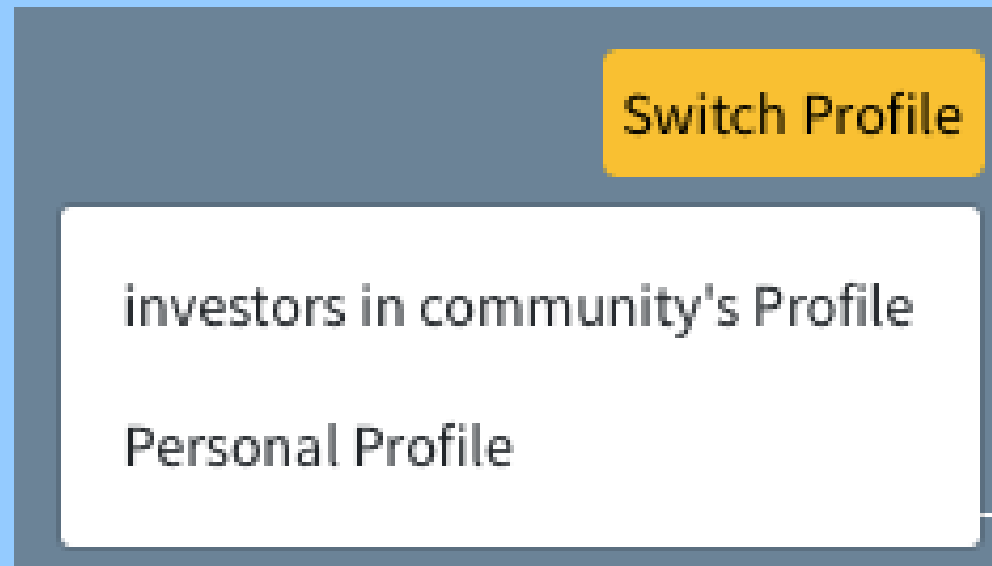


To associate to the business you work for please head to the settings tab in the sidebar and click the business tab, then type the business you would like to associate with and click send request.

An email will be sent to your employer to approve your request and once approved you will now be associated to the business.



# Switching Profiles.



This is the business profile, you won't have access to this as an employee



This is your personal profile

**Thanks for reading!**

**Please get in touch if you have more questions.**

Contact: [business@investorsincommunity.org](mailto:business@investorsincommunity.org)

[investorsincommunity.org](https://investorsincommunity.org)



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