

WHAT IS A DELEGATE ACCOUNT?

A DELEGATE is a person delegated the responsibility of turning in surveys for a member. Each member can have ONE delegate per survey type.

SETTING UP YOUR DELEGATE ACCOUNT



Step 1

Create your Delegate account

- Choose a email address for your username
- Choose your password



Step 2

Log into your Delegate account & request access to memberships

- An email will be automatically sent to the member or SJCD office alerting them to your request.



Step 3

Wait for granted access.

- Members with Web Portal logins can grant permissions through their account.
- If your member does not have a Portal account, the SJCD office can act as a facilitator to set up your permissions.



Step 4

Log in to view all of your members' information.

