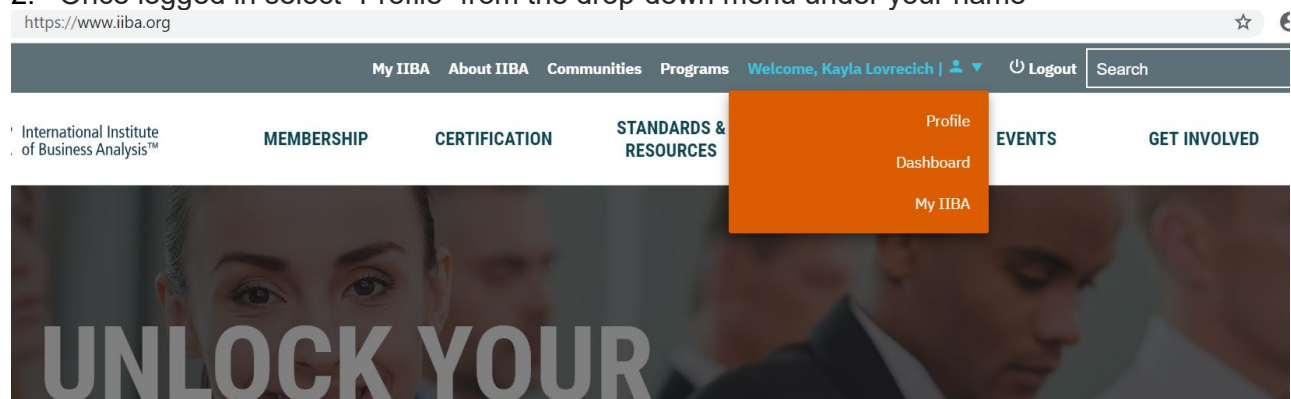
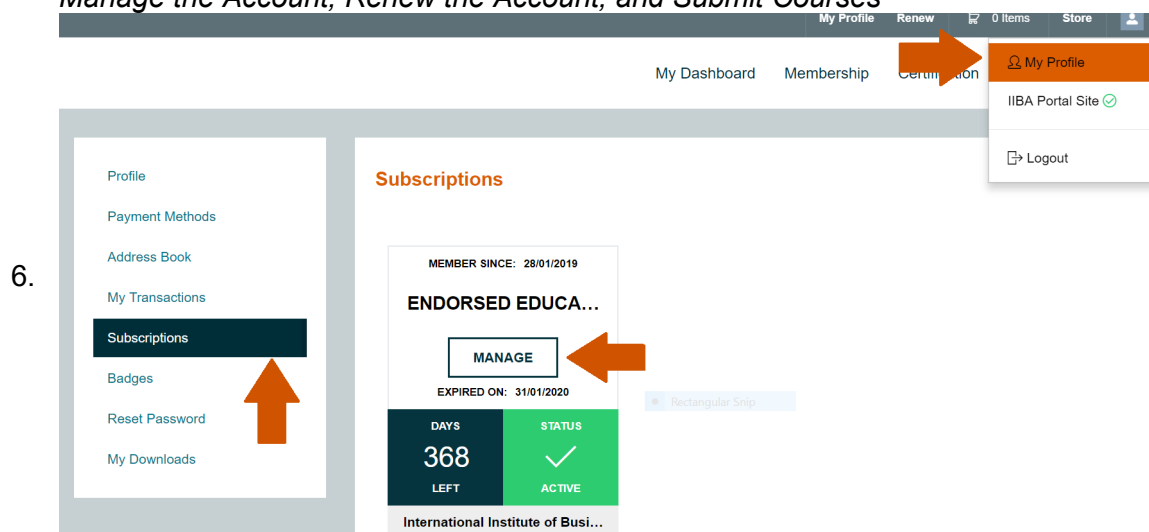


# Endorsed Education Provider™ Program

1. Log in using your credentials at: <https://www.iiba.org/>
2. Once logged in select “Profile” from the drop-down menu under your name



3. On the right-hand corner click on the downward arrow beside the image icon and click on the “My profile” tab in the dropdown.
4. Click on the “Subscriptions Tab” on the left-hand side
5. Click on the Manage button. **Please note: Only the Primary Contact has access to Manage the Account, Renew the Account, and Submit Courses**



## 7. Renew EEP One-Year Subscription.

- Please email [eep@iiba.org](mailto:eep@iiba.org) regarding your yearly renewal.
- Once contacted, our EEP team will arrange a proforma invoice and payment link to proceed with payment.
- Upon completion of payment, we will send a confirmation and the subscription will be renewed accordingly.

**Please note:** Only the Primary Contact can renew the subscription.

## 8. Make Changes to Complimentary Membership



- To Assign a Membership to one of your staff, ensure the checkmark is green
- To Remove a Membership, ensure the checkmark is gray

[My Dashboard](#)   [Membership](#)   [Certification](#)   [Events](#)   [Get Involved](#)

### Assign Members : Endorsed Education Provider Program - Premier Level

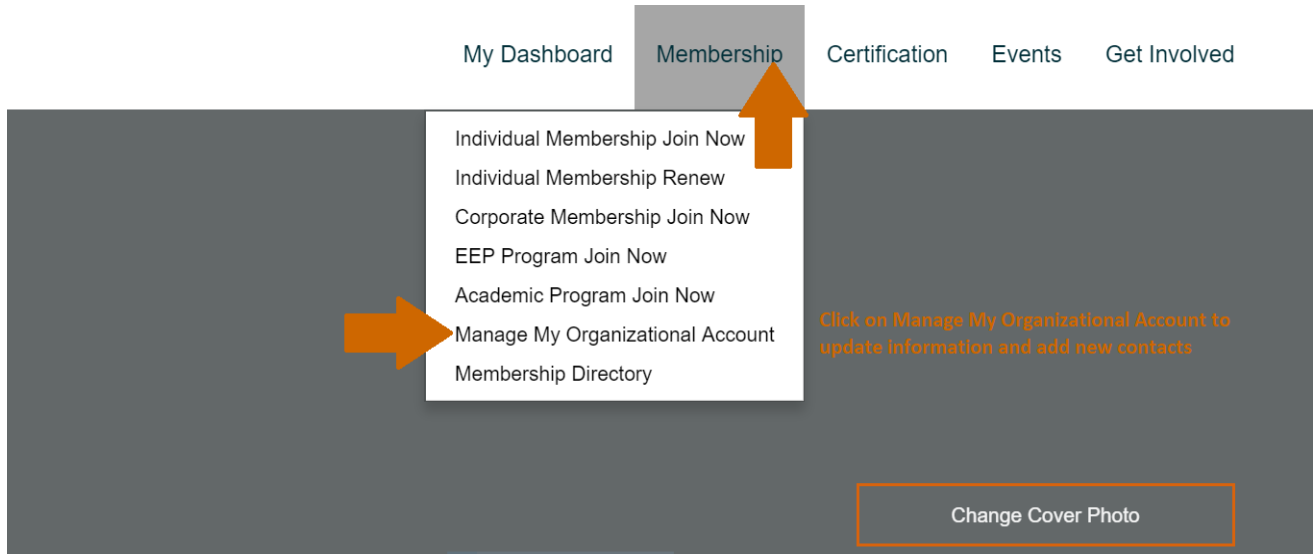
1 Members Assigned |

View : All

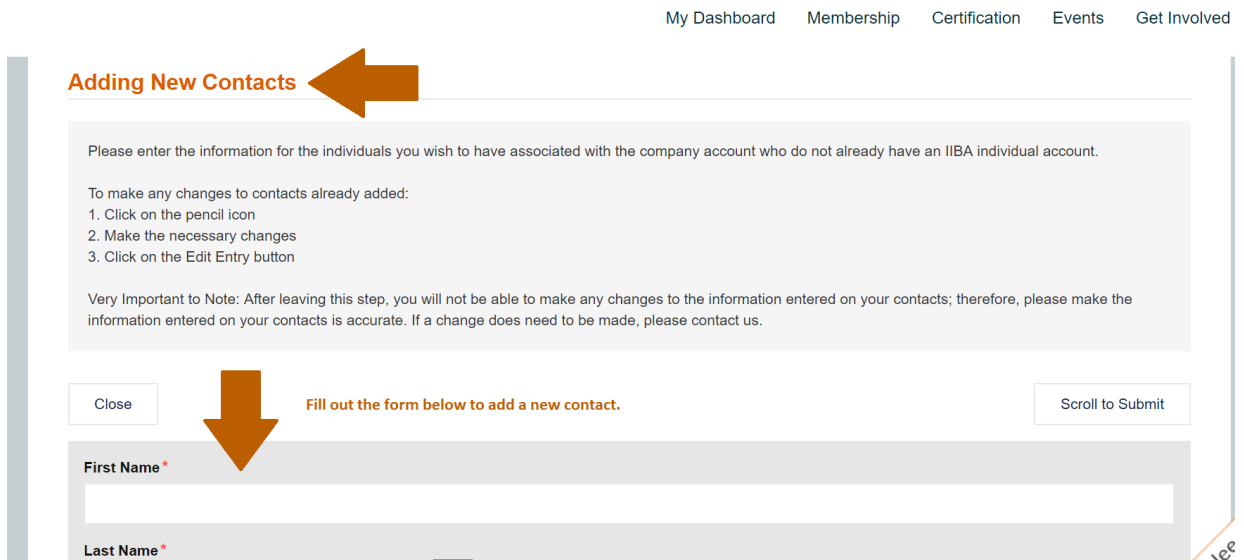
Assign	Full Name	Account Name	Primary Email	Role
	Kayla Lovrecich	IIBA	kayla_lovrecich@mailinator.com	Member
	kayla m	IIBA	kayla.marie@mailinator.com	Member

## 9. To Add a New Contact to the EEP Account.

- Click on the Membership tab
- Select Manage My Organizational Account.
  - **Please note:** The primary contact can remove a contact on the account, change the organization's information, add new contacts, etc here.



- Scroll all the way down until you see “Adding New Contacts.”
- Click on “Adding New Contacts” and complete the form that populates below.



## 10. Submit a course for endorsement.

- Open a new tab and go to [www.iiba.org](http://www.iiba.org)
- Click on the Membership tab
- Select Endorsed Education Provider Program
- Scroll down until you see EEP Application Form
- Complete the form.

The screenshot displays the IIBA website's navigation menu and a dropdown menu for the Membership tab. The navigation menu includes: MEMBERSHIP, CERTIFICATION, STANDARDS & RESOURCES, PROFESSIONAL DEVELOPMENT, EVENTS, and GET INVOLVED. The Membership dropdown menu contains: Become a Member, Membership Benefits, Individual Membership, Organizational Membership, Endorsed Educational Provider Program, Academic Program, Member Directory, IIBA Chapters, and Membership Policy. Below the menu, there are three columns for EEP Application, Premier Level, and Select Level. The EEP Application column includes the text "Please fill out and submit the EEP Course Endorsement Application Form." and a link "EEP APPLICATION FORM →". The Premier Level column includes the text "Premier level receives virtually unlimited endorsement and licensing." and a link "JOIN PREMIER LEVEL →". The Select Level column includes the text "Select level allows for limited endorsement, affiliation, and branding." and a link "JOIN SELECT LEVEL →". A white arrow points to the "Endorsed Educational Provider Program" link in the dropdown menu, and an orange arrow points to the "EEP APPLICATION FORM →" link.

**IIBA**® International Institute of Business Analysis™

MEMBERSHIP CERTIFICATION STANDARDS & RESOURCES PROFESSIONAL DEVELOPMENT EVENTS GET INVOLVED

Become a Member Membership Benefits Individual Membership

Organizational Membership Endorsed Educational Provider Program Academic Program

Member Directory IIBA Chapters Membership Policy

**EEP Application**

Please fill out and submit the EEP Course Endorsement Application Form.

**EEP APPLICATION FORM →**

Only the Primary Contact has access to this form.

**Premier Level**

Premier level receives virtually unlimited endorsement and licensing.

**JOIN PREMIER LEVEL →**

**Select Level**

Select level allows for limited endorsement, affiliation, and branding.

**JOIN SELECT LEVEL →**