How to Register Multiple Nurses
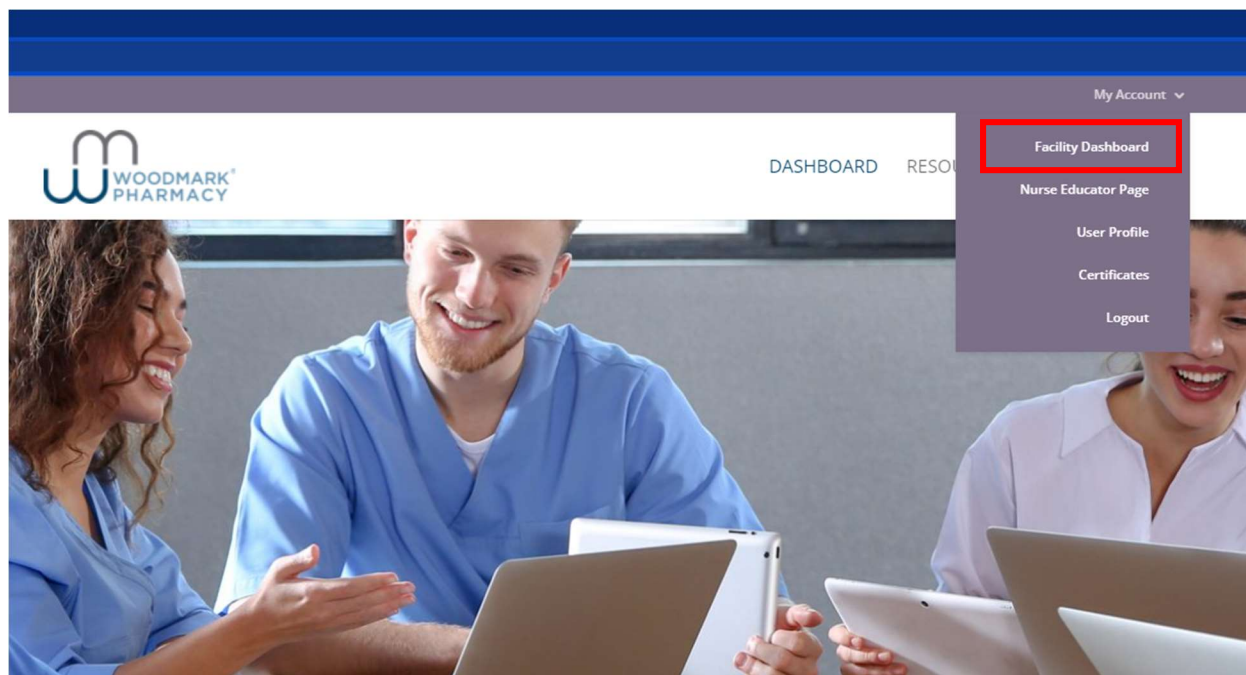
Navigate to your facility dashboard.

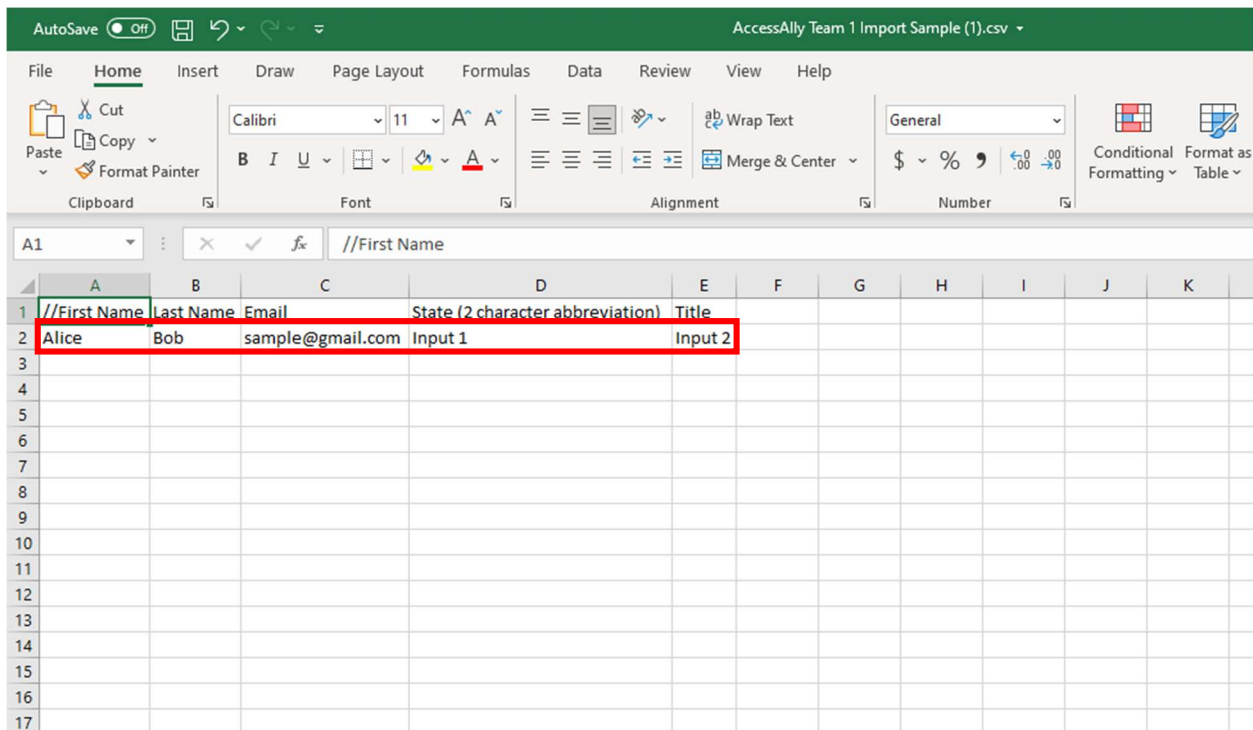Scroll down to the "Batch upload members" section.

How to Register Multiple Nurses

Click "Download this blank CSV file to get started."
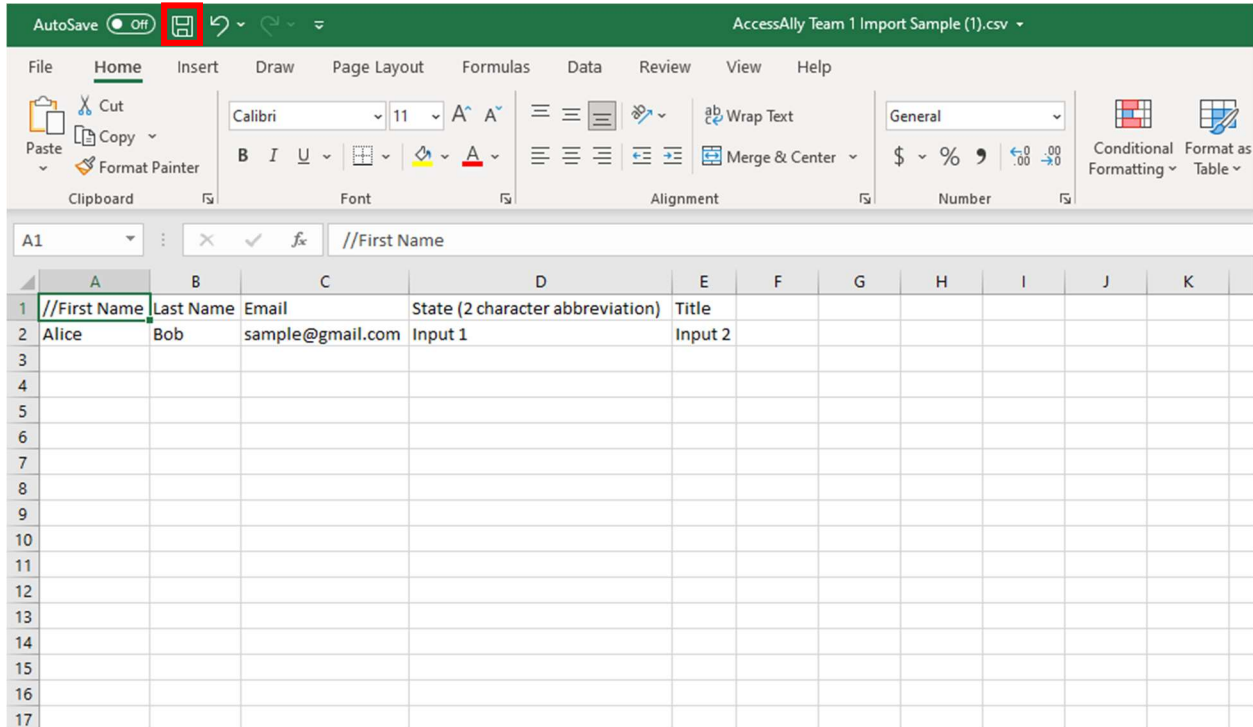

The blank CSV file should look like this.

How to Register Multiple Nurses

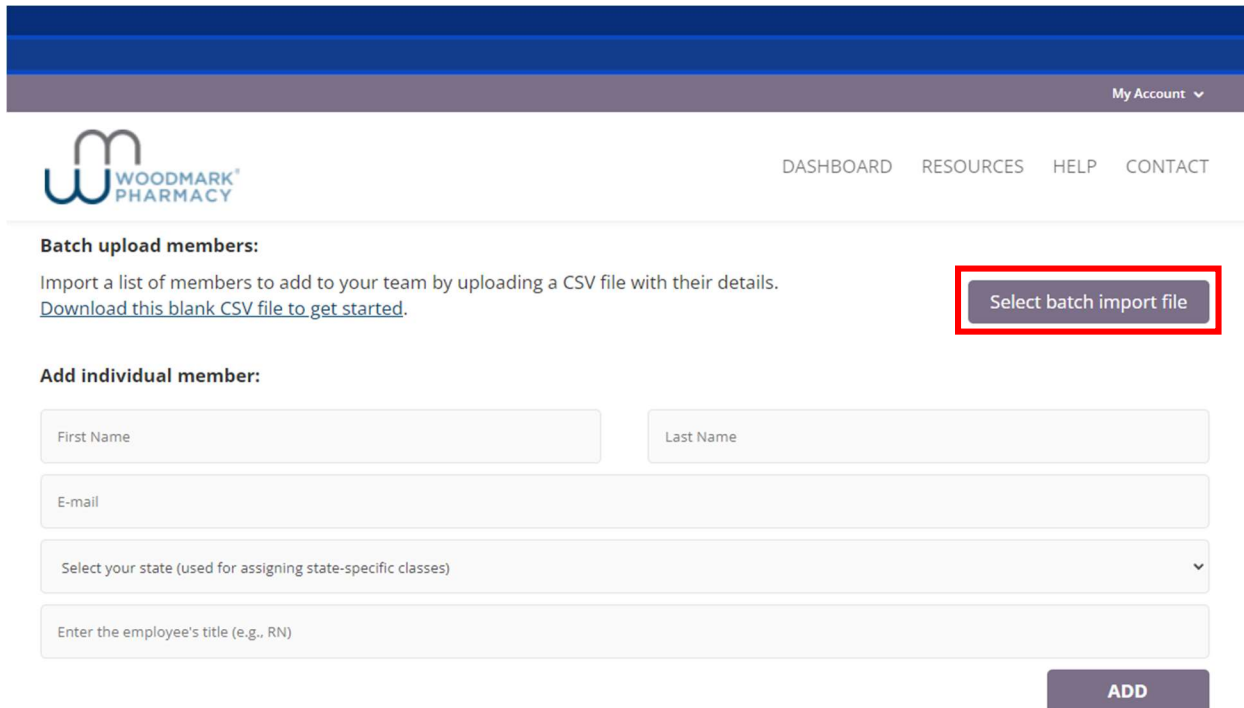Enter the first name, last name, email, state abbreviation, and title of one employee per row.
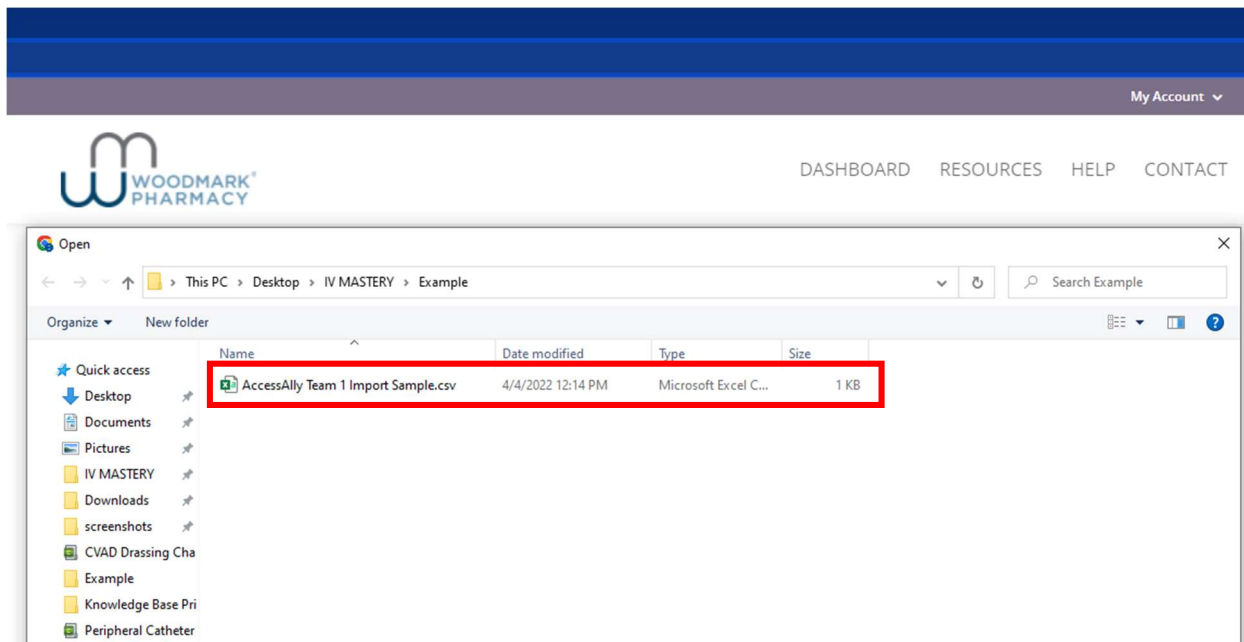

Save the file where you can easily retrieve it.

How to Register Multiple Nurses

Click "Select batch import file".

Select the CSV file you have entered your nurses' information.

How to Register Multiple Nurses

Ensure you newly added employees' details are correct in the preview window.

Click "Import".

How to Register Multiple Nurses

Your newly added employees will appear in the "Existing member accounts" section.