MYBGCA

HOW TO ADD A DELEGATE GUIDE

Please use the following guide when elevating an account as a Delegate within the myBGCA portal.

Overview
Our new platform allows accounts the ability to become Delegates within your Organization.

- Login to the Portal

- Click on the option "User Search"

- Use the custom search to locate the user in question.
    - You can search by email address, last name, first name or any combination if desired

- Results will appear as follows:

- Click on the name of the account you wish to elevate to a Delegate.

- Scroll to the bottom of the profile information and click in the box – "Account Approver (By checking this box, you assign privileges for this bgca.net user to manage myBGCA.net accounts and approve Impact Assessment submissions.)"

- Click the submit button

For account support, please reach out to your CEO or HR person.