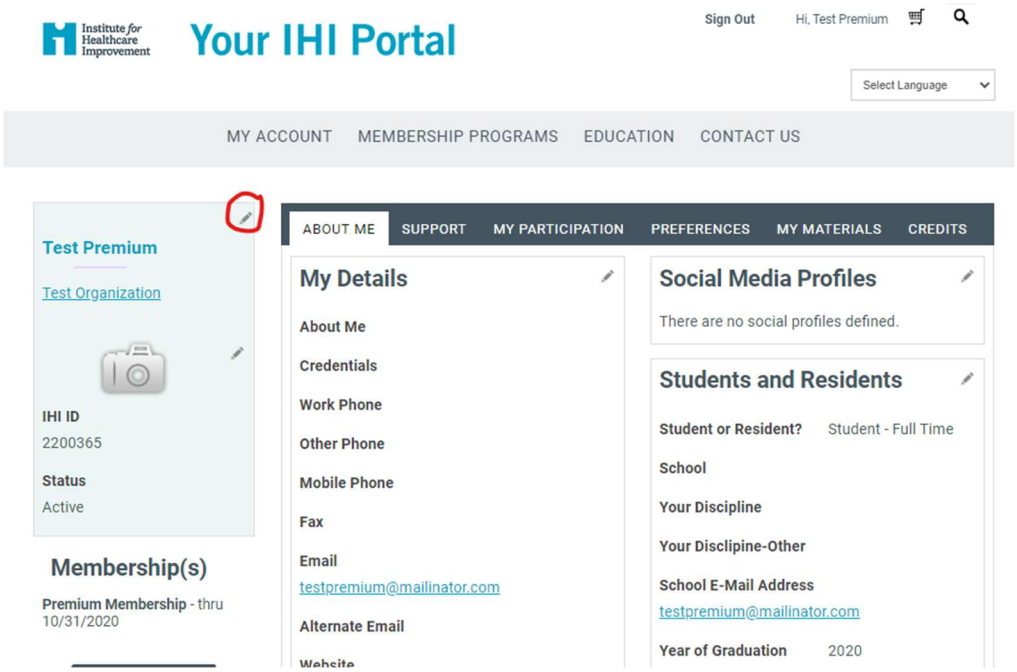
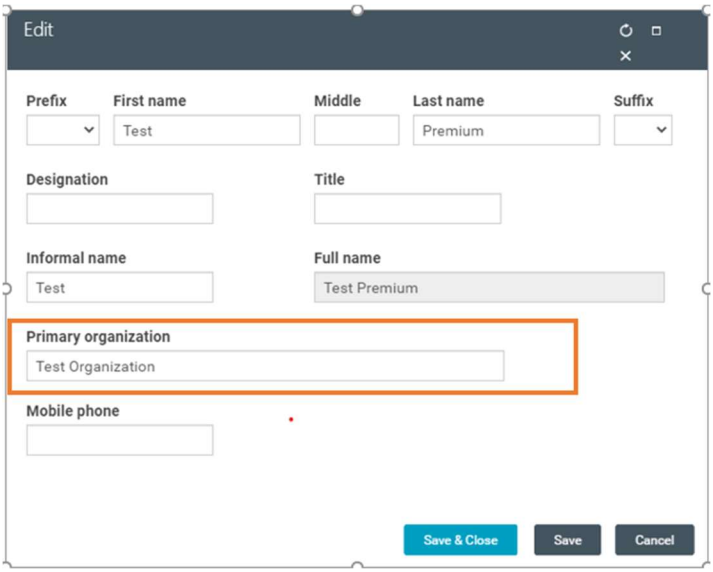
Please see below for the instructions on how users can update and create accounts to be included in your subscriptions.

Update an existing account

1. Go to your My IHI Portal (https://my.ihi.org/myaccount)
2. To edit your organization, select the pencil in the right-hand corner of the box with your name, organization, and IHI ID number.



3. Edit the Primary Organization box. Please select the instance as provided by your administrator from the drop down. **You must select an instance and not just type it in.**



4. Hit Save & Close.
5. Logout and Log back in, you should now appear on the administrator's roster.