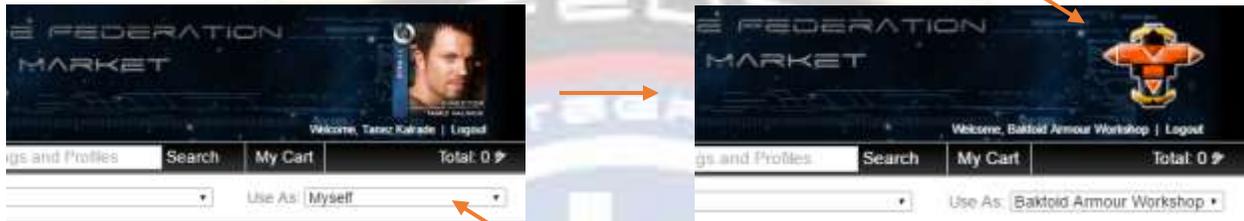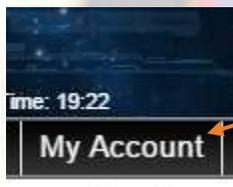# Trade Federation Market
How To Guide: How to add a member to your faction

So you have a member you want to be able to use your faction account? Great! Only those with privileges already can add them. (A neat tip, 1IC and 2IC from swcombine.com are automatically given access). Here's how to add them:

Step 1: Make sure you are "Using As" your faction. Select your faction from the dropdown list (your faction logo should appear directly overhead).

Step 2: Access your faction account page by selecting "My Account" on the menu bar:

Step 3: To add a member, choose the "Add Member" option under Account Options:

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Step 4: Choose a member to invite into the faction account:

FACTION ACCOUNT INFORMATION

ADD USER TO FACTION ACCOUNT

Abraari To ▾

Add User to Faction

Step 5a: After you have invited them, they must access their personal account in the same fashion, and accept the invite. From their personal account page:

ACCOUNT OPTIONS
- ⚙ Overview
- ⚙ Change Password
- ⚙ Update Citizenship
- ⚙ Edit Profile
- ⚙ View Public Profile
- ⚙ Manage Faction Access
- ⚙ Manage NFG Access

Step 5b: Approve the invite:

ACCOUNT INFORMATION

You were invited to join Baktoid Armour Workshop. **Approve.**

…and voila! They're a member of your faction account.

Hmm…they can't do anything? Well sure! We'll have to give them privs!

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Step 6: Back in your faction account (Use As, remember?), choose "View Memberlist":

ACCOUNT OPTIONS
- Overview
- Order History
- View Public Profile
- Add Member
- View Memberlist

Step 7: Here you will see a list of every member of your faction account. If you have the proper privileges, you can remove or give any privilege simply by clicking the checkmark or x in the proper column and row.

Note: Those that can 'buy as faction' can also view and modify your AMS system, should you have a subscription. An additional privilege may be added in the future should the public wish.

FACTION ACCOUNT INFORMATION

FACTION ACCOUNT MEMBERS

User	Buy As Faction	Sell As Faction	Approve Join Requests	Invite New Members	Edit Privs	Approve/Remove
Tanez Kalrade	✓	✓	✓	✓	✓	---
Drew Minga	✓	✓	✗	✗	✗	Remove Member