

Card request for employees

To issue a card for your employee, make sure to follow the below steps:

1. The technical manager should log in to his/her account on the CDWS portal.
2. Select the arrow next to the member name on the left side of the page.
3. Choose (Employees)
4. A list of all the names of the employees registered at your facility will be displayed.
5. To add a new employee, choose the (Add new employee) option, fill and save the data.
6. To amend the information of the already registered employees, choose the (Edit) option.
7. To delete an already registered employee, choose (Edit) then select (Remove employee) option from the bottom section of the page.
8. To issue an employee card, select the employee from the list and select the (Request a card) option. ([Sample](#))
9. Click [here](#) to know about the online payments

The membership department will contact the technical manager or the legal representative of the facility to schedule an appointment to pay the fees and hand out all the cards that belong to the facility

Note: all the employees and staff members whether pros or others should address the facility's legal representative in case of any inquiry or difficulty in the previous steps without approaching the CDWS for any individual services



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