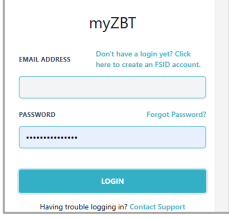

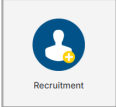
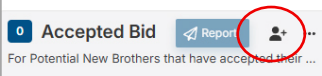
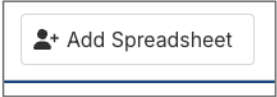
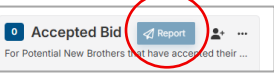


## ZBT How To Guide

# Enter new brothers in myZBT

<b>Step 1</b>	<p>Go to myZBT at <a href="http://portal.zbt.org">portal.zbt.org</a>. Your login should be a Gmail or permanent email (not a .edu) that you input when you set up your account as a new brother. If you have issues, contact ZBT IHQ or use the Contact Support link on the login page.</p>	
<b>Step 2</b>	<p>Click on your Chapter name on the upper right corner.</p>	
<b>Step 3</b>	<p>Click the Recruitment button to enter the names of future brothers who have Accepted Bids.</p>	
<b>Step 4</b>	<p>To add names <b>individually</b>:</p> <ul style="list-style-type: none"> <li>Click the person icon next to the blue Report button, enter their name and info. Save using the button labeled Create.</li> </ul> <p>To add names in bulk, such as from a <b>spreadsheet</b>, use the Add Spreadsheet button at the top:</p> <ul style="list-style-type: none"> <li>You can copy and paste names from a spreadsheet or upload the file; to upload, must be saved as .csv filetype.</li> </ul>	  
<b>Step 5</b>	<p>When all new brothers are entered, choose the blue <b>Report</b> button. They are not fully reported in myZBT until you hit Report. This triggers an email to the address you entered for each new brother about retrieving their individual myZBT login. They need to log in and complete myZBT onboarding within 72 hours of accepting a bid, including signing their brotherhood agreement.</p>	

After these steps are completed, ZBT International Headquarters can process the new brothers' membership credentials and ship their gifts. Thank you! If you need help, please email: [myzbt@zbtnational.org](mailto:myzbt@zbtnational.org).

