



# Using Membership Packages – Two

## USING MEMBERSHIP PACKAGES

### Assigning (and Reassigning) Membership Tiers to Businesses

Once your membership packages are defined and created in the DCMS, the next step is assigning them to individual businesses. This determines which content types and fields each business can access when logged into the Business Login area.

Here's how to manage the process effectively.

#### Assigning a Package to a Business

1. Go to the **Business Directory** and open the relevant business profile.
2. Navigate to the **Submissions** tab.
3. Under the **Package** heading, click **+ Select package**.
4. Choose the appropriate membership tier from the list and click **Select**.
5. Don't forget to **save** your changes.

Once a package is assigned, the associated Business Admins will only see the fields and entry types that are enabled for that tier.

#### Reassigning or Removing a Package

You may occasionally need to update a business's membership level—for example, when a partner upgrades their package.

6. Go to the same **Submissions** tab in the business profile.
7. Click the **X** next to the currently assigned package to remove it.
8. Select a new package using the steps above.
9. Save your changes.

Only one package can be assigned per business at a time. If a package needs to be changed, the current one must be removed before the new one can be applied.

#### Best Practice Tip

Before assigning a package, double-check that the business's access level aligns with your strategic model. Consistency helps avoid confusion and ensures all businesses receive the level of access—and value—they expect.