



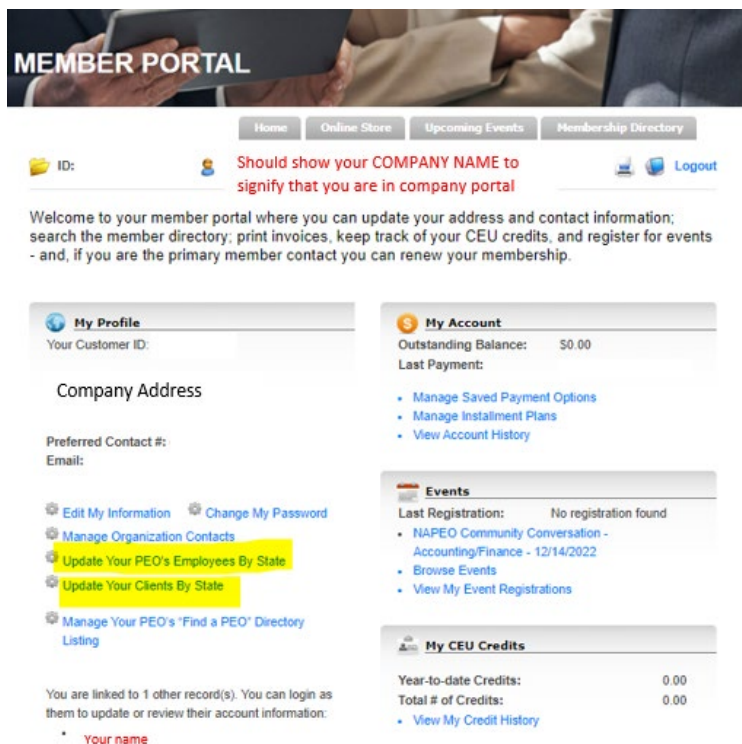
# Updating Clients and Employees by State within NAPEO's Portal

Each year, we like to keep up to date with your clients and employees by state data. This data is key to determining the size and scope of the industry across the country, which assists in NAPEO's legislative, regulatory, and industry promotion efforts.

**Please know this data will never be given to any individual, PEO, or other organization in a manner that could allow anyone to identify the data you provide to NAPEO with your PEO.**

To update your information, you can input that data yourself from your NAPEO portal account. The steps to access your portal data are listed below:

1. Log into your NAPEO portal account: <https://napeo.ps.membersuite.com>
2. Under MY PROFILE section, select **Update Your PEO's Employees By State** or **Update Your Clients By State**.



3. In the next screen, you will be able to update your numbers and save.

Thank you for supplying this data. If you have any questions or need further assistance, please contact Cass Likouris, [clikouris@napeo.org](mailto:clikouris@napeo.org).