

Step 1: Log in to your Member Portal and select "My Account".

Step 2: Ensure that the information contained in the "Office Address" block is current.

Step 3: Scroll to the "Membership Communication & Directory Preferences" section and check off the information you would like published in the *Printed Directory*.

	Online Directory	Printed Directory
Publish my Name & Office Information in the Directory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish my Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish my Office Phone Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish my Photo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Publish my Biography	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 4: Click "Submit" at the bottom on the page to save your changes!