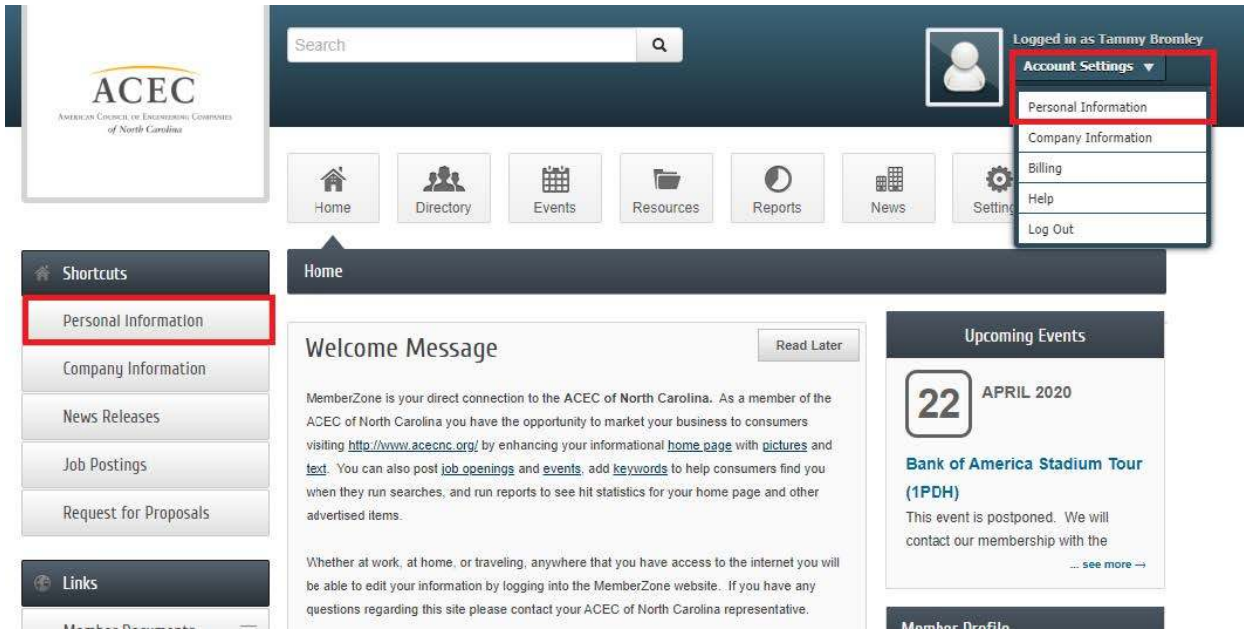


UPDATING PERSONAL INFORMATION

Once you have logged into your account you can either click on **Account Settings > Personal Information** OR click on **Personal Information** in the Shortcut menu on the left side.



On the next page, you can update your information. Be sure to save your changes..

The screenshot shows the "My Profile" update form. On the left is a sidebar with "Account Settings" and "Personal" selected. The main form has a "Profile" header and a "Save Changes" button highlighted in red. The form fields are as follows:

Prefix:	Greeting:
First Name: Tammy	Job Title:
Middle Name:	Contact Preference: Email
Last Name: Bromley	Phone Preference: Work Phone
Suffix:	Work Phone: 9197817934
Address Line 1: 150 Fayetteville Street Ste 1340	Home Phone:
Address Line 2:	Cell Phone:
City: Raleigh	Alt Phone: 9197817934
State: NC	Fax: (919) 781-7934
Postal Code: 27601-2689	Email: TBromley@acecnc.org
Country:	