

HOW TO UPDATE YOUR WEBSITE ACCOUNT

UPDATE YOUR PAYMENT DETAILS

1. Once you are logged in, you will automatically be at the Member Hub.
2. Navigate to ACCOUNT on the top toolbar, right side and select **ACCOUNT** from the dropdown menu.
3. In the left hand navigation, click **Addresses**.
4. Next to Billing Address, click **Add**.
5. Enter your billing details.
6. Check the box to **Update the Billing Address for all of my active subscriptions**.
7. Click the **Save Address** button.
8. In the left hand navigation, click **My Subscription**.
9. Click **Add payment** button to add your credit card to the account.
10. On the Add payment method screen, enter your credit card number, expiration date, and CVC code.
11. Click the **Add payment method** button.

EDIT YOUR DIRECTORY PROFILE

1. Navigate to ACCOUNT on the top toolbar, right side and select **YOUR DIRECTORY PROFILE** from the dropdown menu.
2. Click the gear icon just below your blank cover photo and select **Edit Profile** from the dropdown menu.
3. Add / edit the details on this screen, including the profile and cover photos.
 - a. Profile photo: 190 x 190
 - b. Cover photo: 1000 x 371
4. A note about the Location, City, State, and Country fields. All will be searchable fields, but only the Location field appears on your profile.
 - a. If you are located in San Francisco, you would put San Francisco, CA, United States in the C/S/C fields.
 - b. For the Location field, you could put "Bay Area," or "San Francisco, CA" or "Nob Hill, San Francisco."
5. Click the **Update Profile** button at the bottom of the page.
6. Your directory profile will immediately be visible in the directory (internal if you are not certified, or public if you are.)