

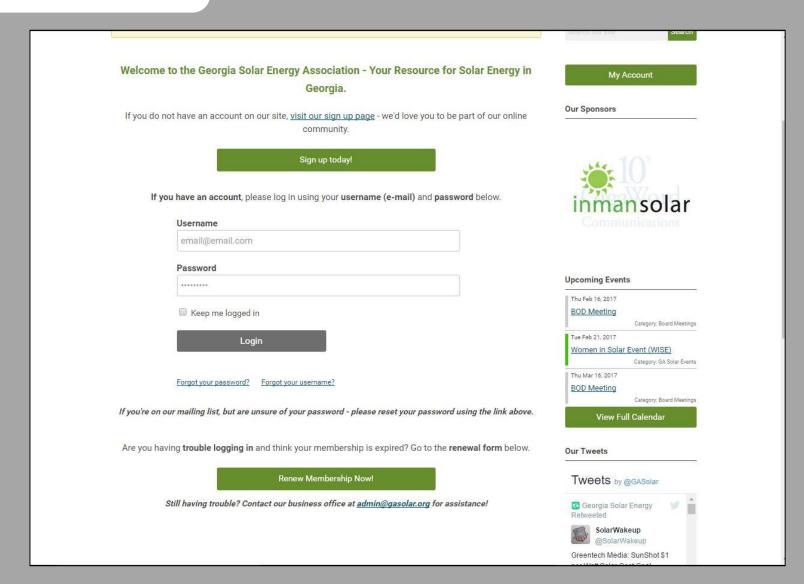
## How – To Guide

## Making Your Online Experience Easier

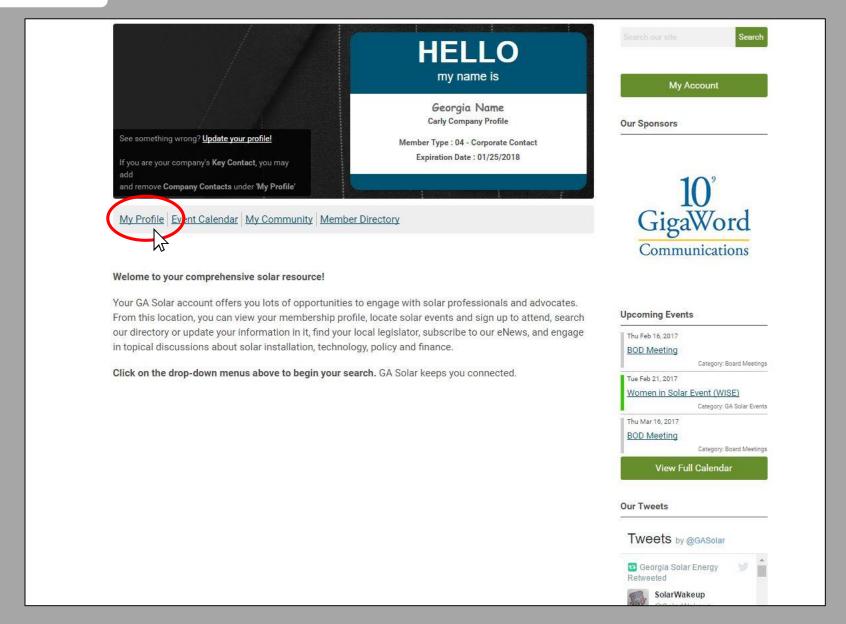
**Email Preferences** 



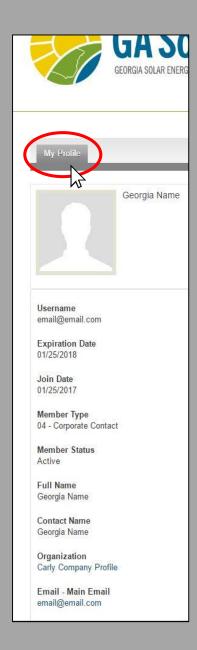
**Login** to your account using your email as the Username and the Password you have previously chosen.

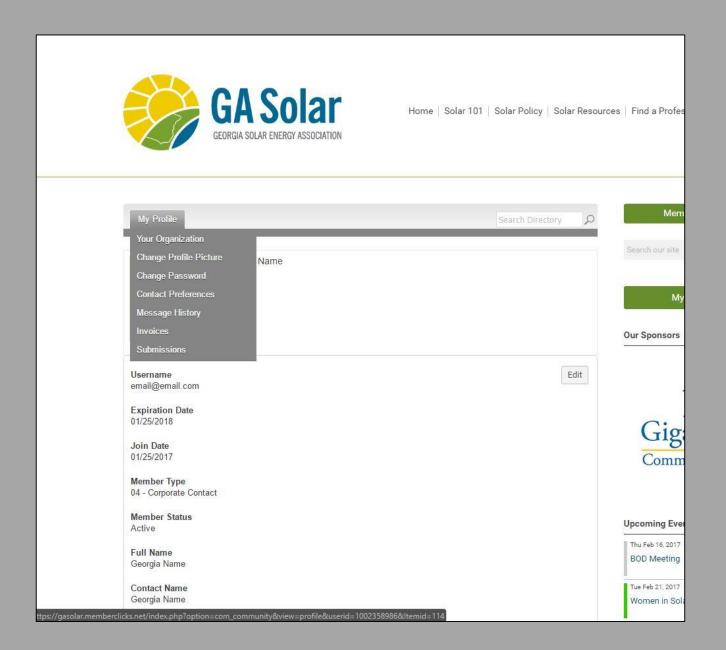


## Select 'My Profile' to begin

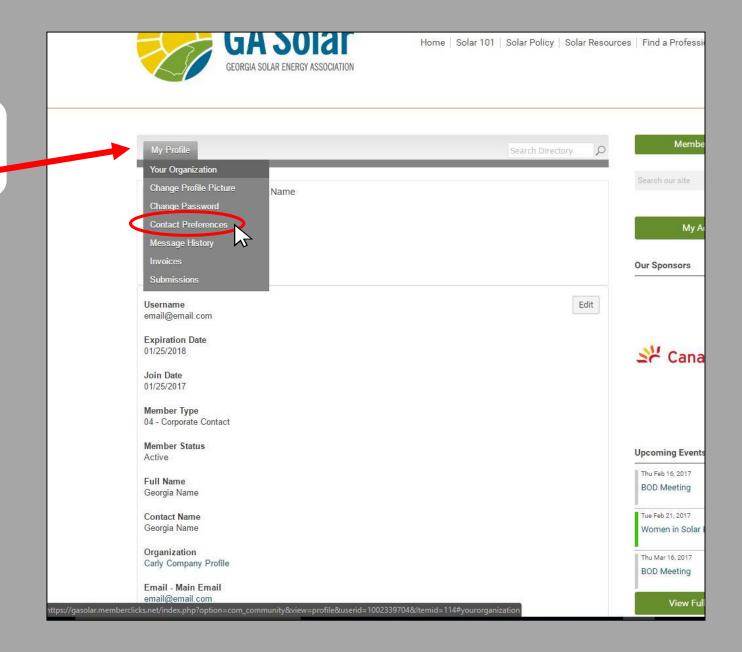


Main Page – Go to the 'My Profile' gray tab and hover to view the drop-down menu.

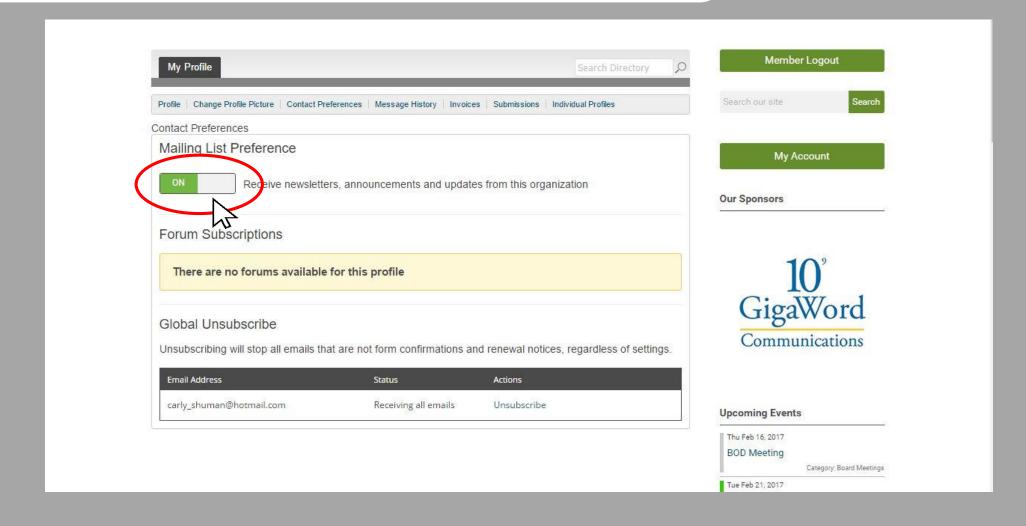




**Individual Profiles** are edited by using the gray Drop-Down menu.



**Email / Contact Preferences –** Here You can select contact preferences for the company. Toggle the switch ON/OFF for preferences. If you are a **Key Contact** updating for a company, make sure you are editing under the company profile by clicking 'Your Organization' form the gray Drop-Down menu. You can check what email is listed at the *bottom* to ensure you are updating the right profile.



## Thank you!

Please let us know if you have any questions:

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