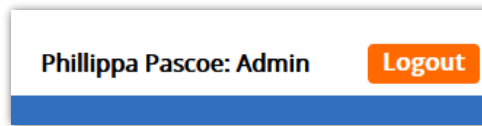
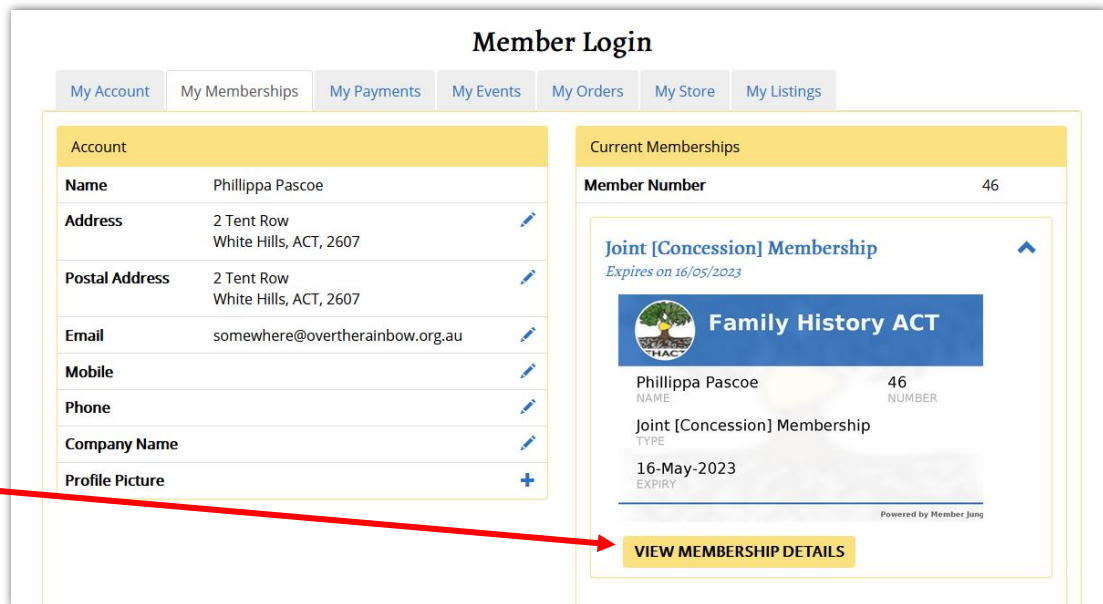


How to update your membership details in 8 easy steps

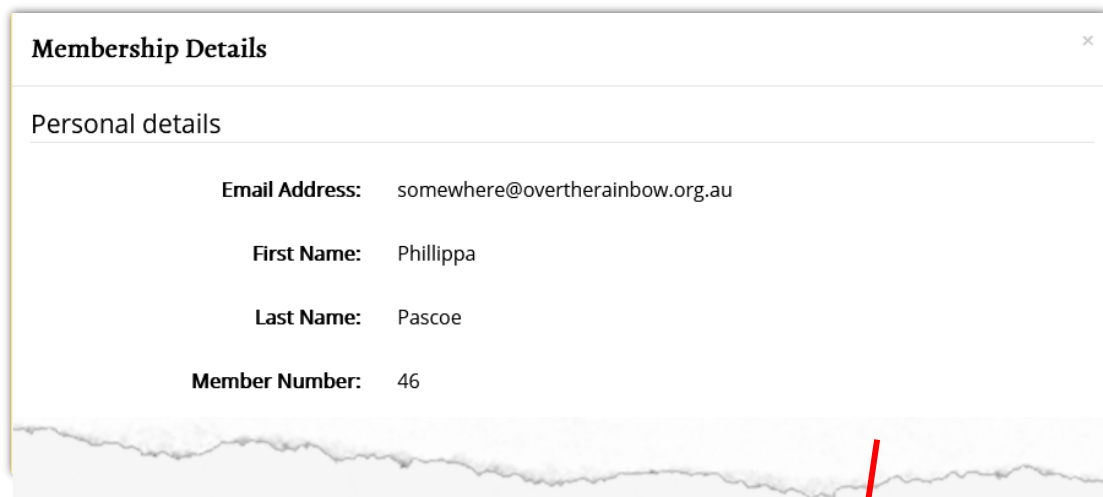
1. After you have logged in, click on **Your Name: Admin** which is to the left of the **Logout** button.



2. The **Member Login** screen will display with seven tabs. Click on the **My Memberships** tab. Under the heading **Current Memberships** click on the **VIEW MEMBERSHIP DETAILS** button for the first membership. If you belong to a SIG, SUG or MSG these memberships will appear underneath your main membership.



3. A popup screen will appear that contains your membership details.



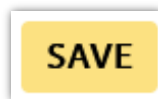
How to update your membership details in 8 easy steps

4. Scroll to the end of this popup screen and click on the **EDIT** button which is in the bottom right-hand corner.



5. Modify any fields that need updating. Compulsory fields are marked with a red asterisk *. You can also change your username and/or password while editing.

6. After all fields have been completed, click on the **SAVE** button which is in the bottom right-hand corner. An error message will be displayed next to a field if it is not completed correctly when you click on the SAVE button.



7. Close the popup screen by clicking on the **x** in the top right-hand corner or click on the **CLOSE** button which is in the bottom right-hand corner.



8. Congratulations, you have successfully updated your membership details.