

# Update Your WASFAA Membership Information

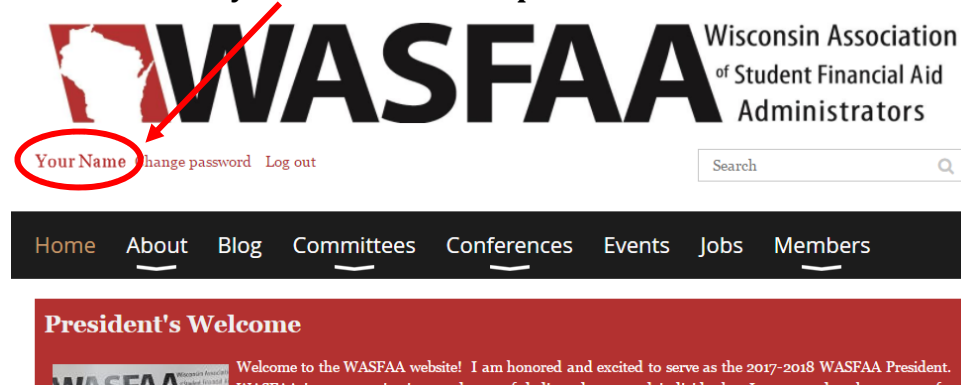
The WASFAA website allows you to update the following information about you.

- Profile
  - Name
  - Organization
  - Areas of expertise
  - Committees
  - NASFAA credentials
- Directory Information
  - Control what's displayed to other WASFAA members
  - The directory requires members to login to the WASFAA site
- Email subscriptions
  - Receive email notifications regarding events and other WASFAA news
  - Job notifications

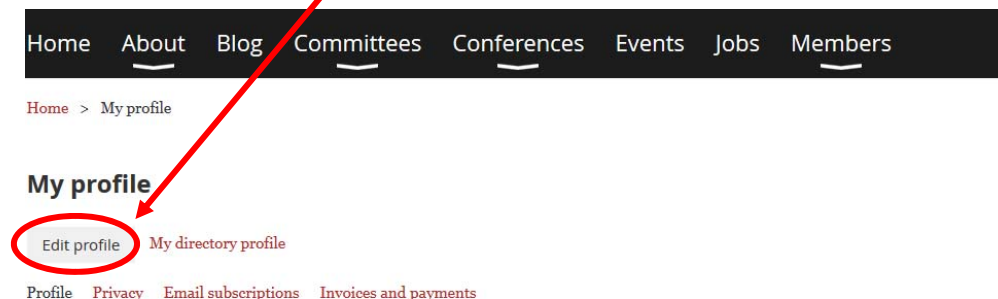
## Here's how to update your WASFAA profile:

### 1. Login

### 2. Click on your name in the top left corner



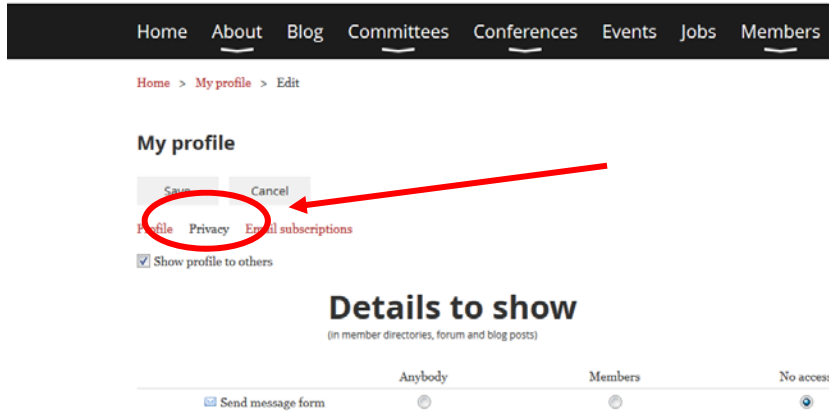
### 3. Click on the "Edit profile" box



## Membership details

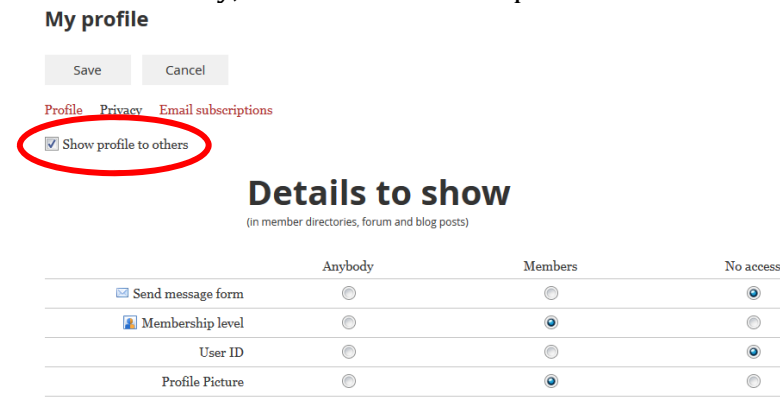
**4. Update your profile information**

**5. Click on the “Privacy” link to control the information shared in the Membership Directory.**



**6. Update your privacy preferences.**

- a. You can control the visibility of each profile field.
- b. If you would like to exclude your information from the Membership Directory, unselect the “Show profile to others” box.



**7. After you have updated your profile and privacy, click on the Save button (located at the top or bottom of the screen).**