

GUIDE TO UPDATING COMMUNICATION PREFERENCES

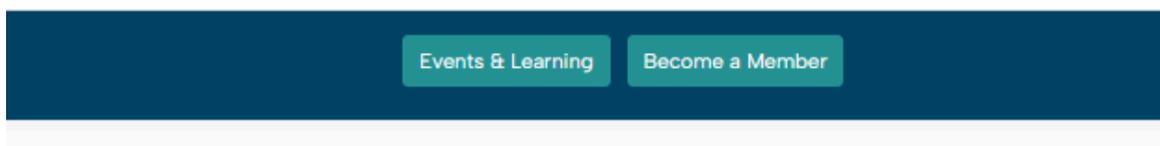


Updating Communication Preferences

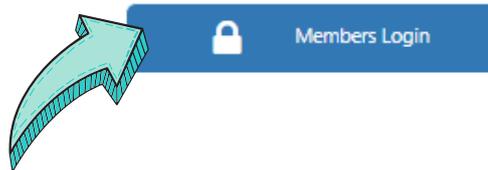


Step 1

Sign into your account [here](#).



To Access Member Only Content, Please Sign-in



Step 2

Click on "Manage My Account".

To Access Member Only Content, Please Sign-in

Howdy, JSEINFELD@AOL.COM | Log Out

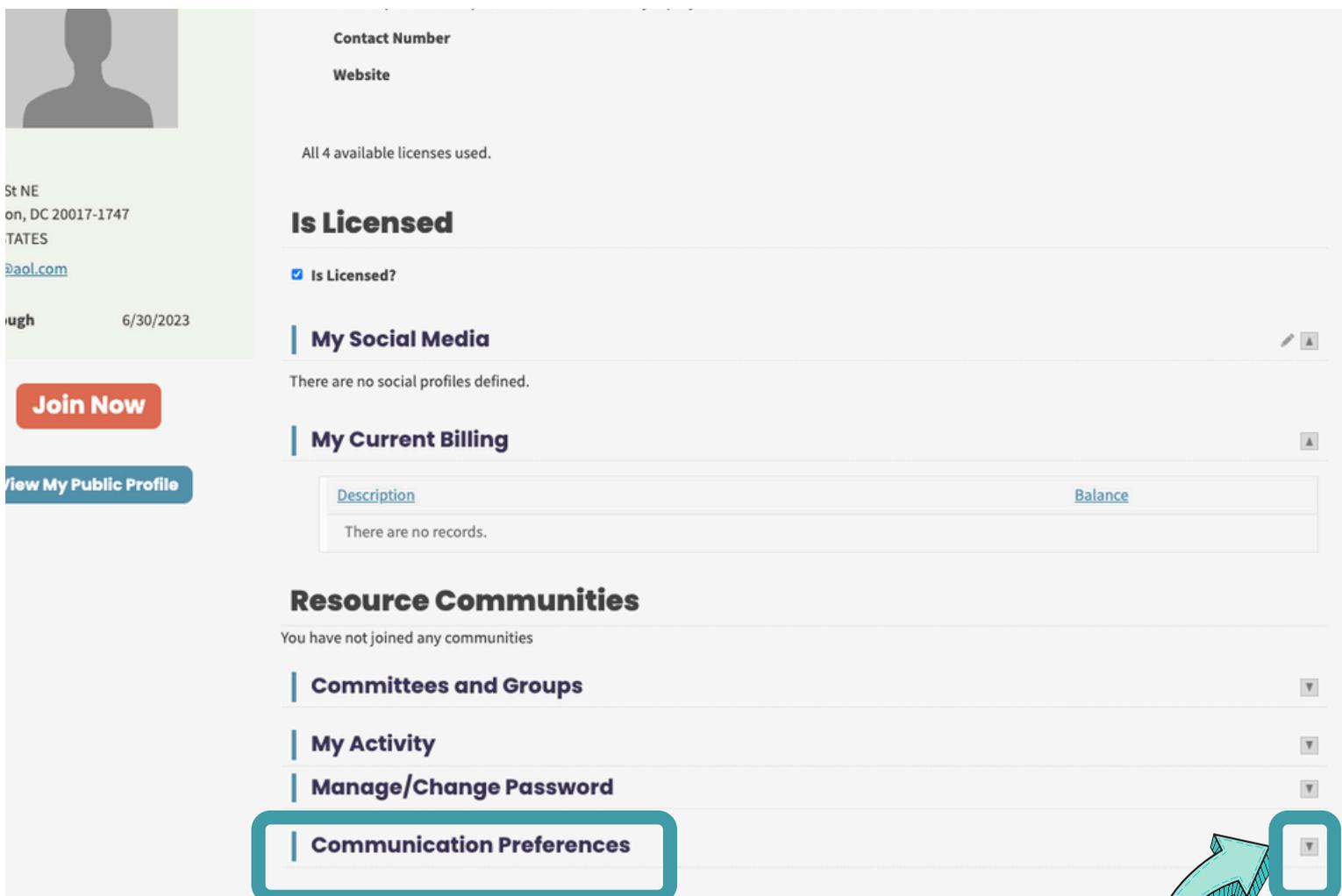


Updating Communication Preferences



Step 3

Scroll to the bottom of your profile and click on the arrow on the right hand side for the section for "Communication Preferences" in order to open it.



The screenshot shows a user profile page with the following sections:

- Contact Number**
- Website**
- All 4 available licenses used.
- Is Licensed**
 - Is Licensed?
- My Social Media**
 - There are no social profiles defined.
- My Current Billing**

Description	Balance
There are no records.	
- Resource Communities**
 - You have not joined any communities
 - Committees and Groups**
 - My Activity**
 - Manage/Change Password**
 - Communication Preferences** (highlighted with a red box and arrow)

Updating Communication Preferences



Step 4

Update your preferences as necessary and click "Save". Once saved successfully, the window will refresh. A green bar at the top of your profile will indicate "The preferences have been saved".

Communication Preferences

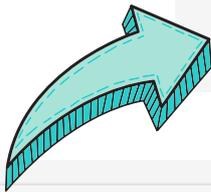
I would like to receive:

- Invitations to Events
- Invitations to educational opportunities
- Promotional communications
- Monthly news

Unsubscribe from all

You may unsubscribe from these communications at any time.

Save
Cancel



Home > My Account

✔ The preferences have been saved.

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Jerry Seinfeld</p> <p>Professional</p> <p>Coffee Shop</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <h3>My Profile</h3> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Title</td> <td>Professional</td> </tr> <tr> <td>Pronouns</td> <td>he/him</td> </tr> <tr> <td>Email</td> <td>jseinfeld@aol.com</td> </tr> </table> </div>	Title	Professional	Pronouns	he/him	Email	jseinfeld@aol.com
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