How to Manage Your Privacy and Email Settings

1. Sign in to ACHA Connect by clicking on the Sign in button in the upper right corner.

You will be directed to the main ACHA login page to enter your ACHA member username and password.

Passwords must be at least 7 alphanumeric characters, including at least one alpha character, and at least one numeric character. If you are prompted to change your password, please click the “Forgot password?” link at the bottom of the sign in button and follow the instructions to update your password. Please email membership@acha.org with questions.

You will be locked out if you attempt to login unsuccessfully multiple times. Please use the FORGOT USERNAME AND/OR FORGOT PASSWORD links instead.
2. Navigate to your **profile page** from the link in the upper-right corner of the screen.

3. On your profile page, hover over the “My Account” drop-down menu and review “Privacy Settings,” “Email Preferences,” and “Community Notifications.”

4. **Privacy Settings** allow you to opt in/out of the member directory and set who can see your contact and profile information.
5. **Email Preferences** allow you to set your preferred email address and opt in/out of notifications.

   ![Email Preferences section of the interface]

   *Email Preferences*
   
   In addition to community notifications, other messages are routinely sent to users. These messages -System, Community, Participation, and Promotional - will always be sent to your profile inbox. By default, they are also emailed to your preferred email address. Select "no" below to opt-out of receiving certain emails per your preferences. You will always receive these messages in your profile inbox regardless of these settings.
   
   Email notifications and communications will be delivered to the email address below.
   
   ![Email address input field]

6. The **Community Notifications** section allows you to choose how often you hear about discussions. All members receive the daily digest to the Open Forum by default, but you can change your preference to Real Time or No Email by selecting those options in the drop-down menu. **You can choose different frequencies for different communities.**

   ![Notification Settings section of the interface]