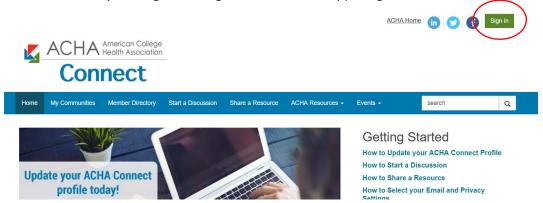
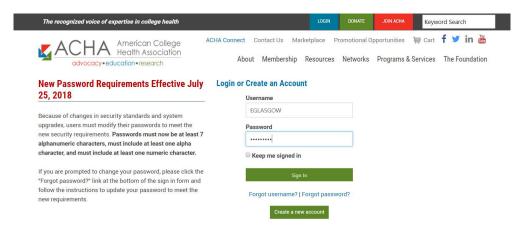
How to Update Your ACHA Connect Profile

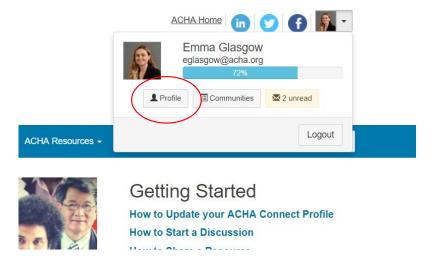
1. Sign in to ACHA Connect by clicking on the Sign in button in the upper right corner.



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



2. Navigate to your profile page from the link in the upper-right corner of the screen.



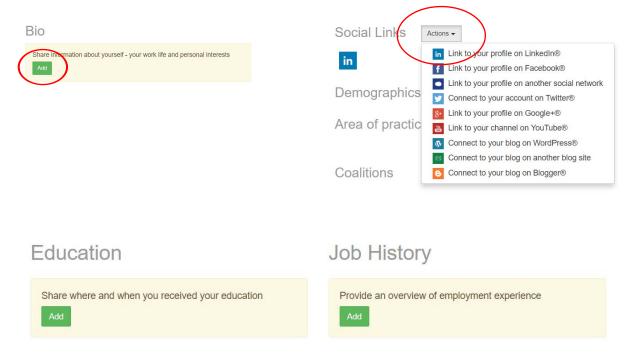
3. From your profile page, click on the pencil icon next to Contact Details in the left column. A new screen will open with your ACHA profile where you can edit your contact information and demographics. When finished, close that tab in your browser and navigate back to ACHA Connect. Please note that you may not see these

changes immediately as it takes time for the community to sync with the member database.



To edit the information on the right side of the page, utilize the "Add," "Edit," "Delete" or pencil buttons under each category.

You can also link your profile to other social media accounts by clicking on the green "Add" button and selecting from the drop down options.



4. Don't forget to add your photo! To add, change or delete your photo, click on the "Actions" button under the photo frame at the top and follow the directions to upload a photo.

