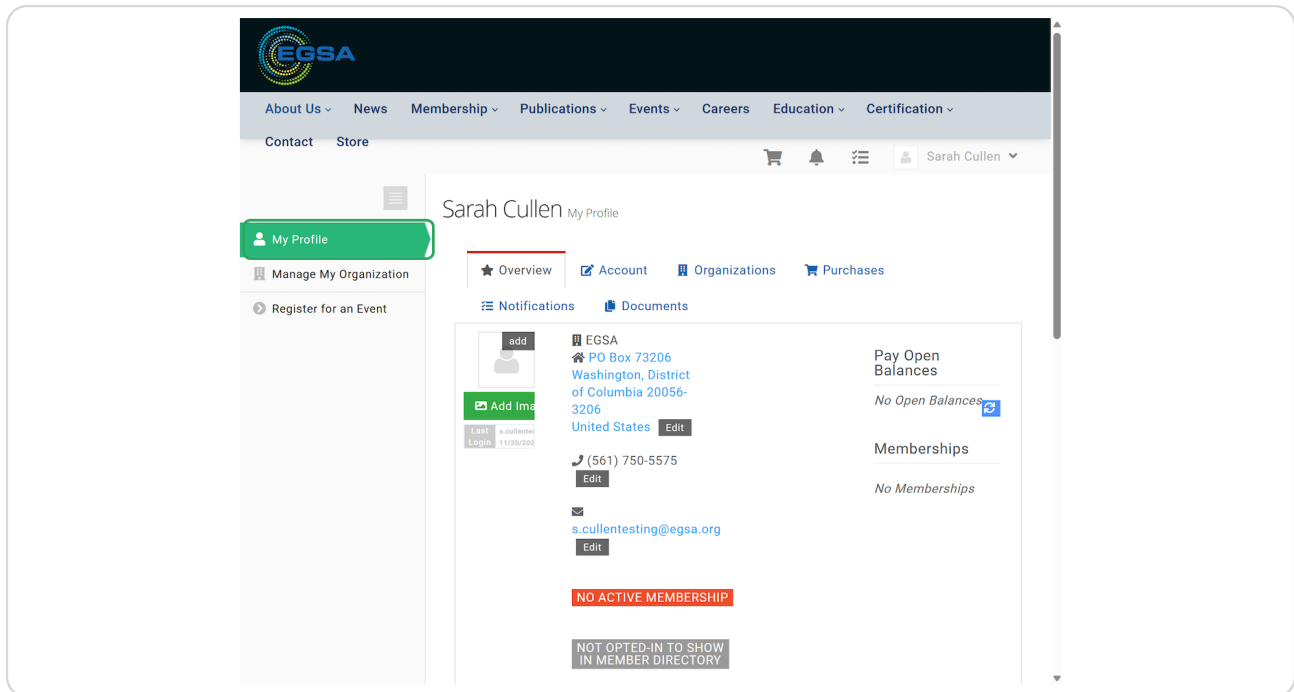


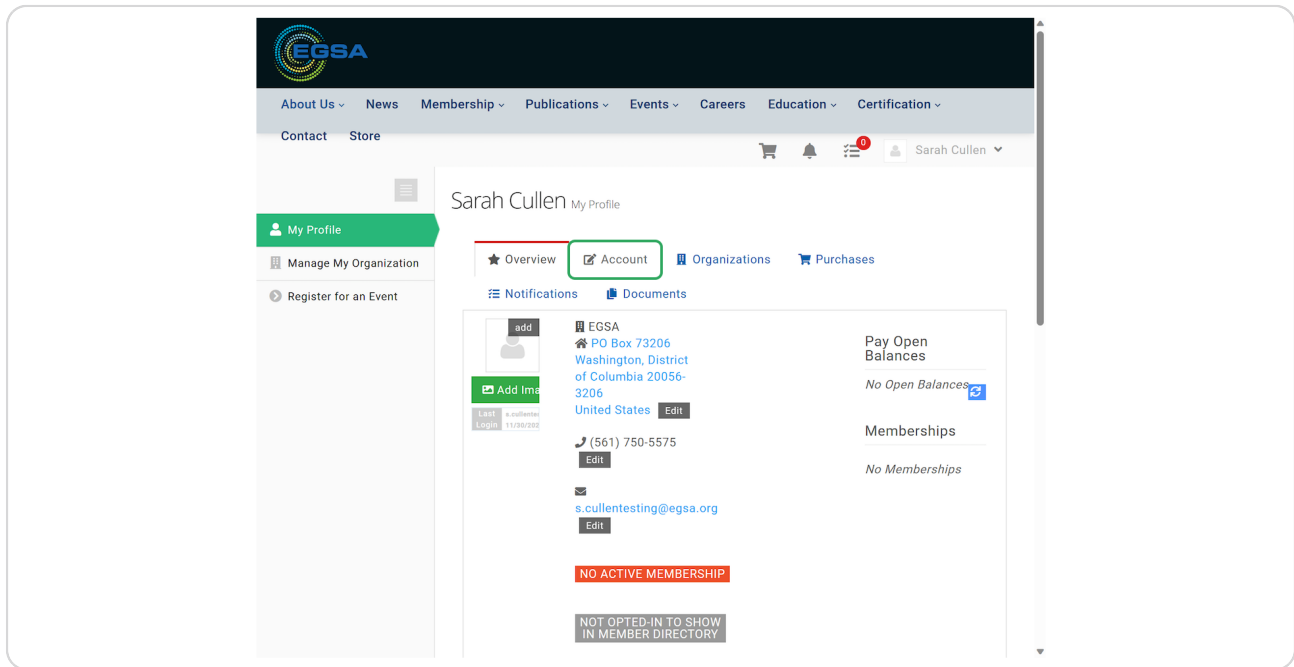
STEP 1

Click My Profile.



STEP 2

To make changes, click the "Account" tab.

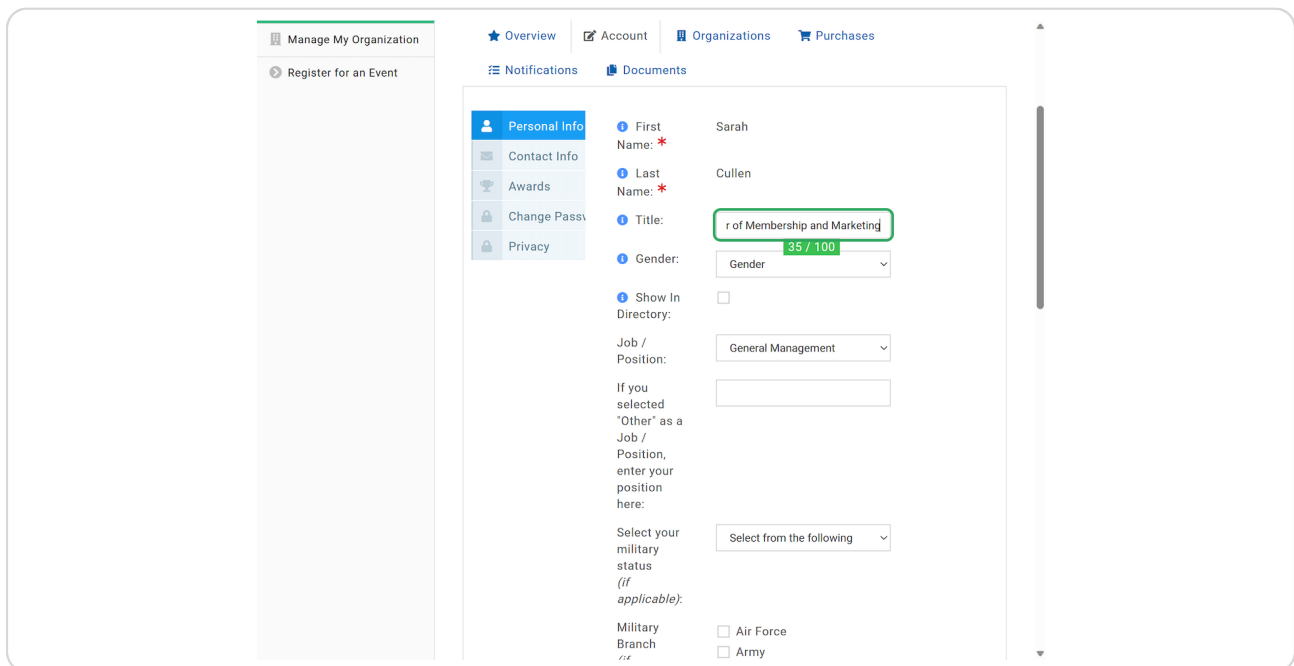


The screenshot shows the EGSA user profile page for Sarah Cullen. The 'Account' tab is highlighted in green. The profile information includes:

- EGSA logo and navigation menu (About Us, News, Membership, Publications, Events, Careers, Education, Certification, Contact, Store)
- User name: Sarah Cullen
- Address: PO Box 73206, Washington, District of Columbia 20056-3206, United States
- Phone: (561) 750-5575
- Email: s.cullentesting@egsa.org
- Payment status: No Open Balances
- Memberships: No Memberships
- Membership status: NO ACTIVE MEMBERSHIP
- Directory status: NOT OPTED-IN TO SHOW IN MEMBER DIRECTORY

STEP 3

Make changes on the "Personal Info" tab.



The screenshot shows the EGSA user profile page for Sarah Cullen, with the 'Personal Info' tab selected. The form fields are as follows:

- First Name: Sarah
- Last Name: Cullen
- Title: Director of Membership and Marketing (highlighted in green)
- Gender: Gender (dropdown menu)
- Show In Directory:
- Job / Position: General Management (dropdown menu)
- If you selected "Other" as a Job / Position, enter your position here: (text input field)
- Select your military status (if applicable): Select from the following (dropdown menu)
- Military Branch: Air Force, Army

STEP 4

Click the "Save" button to save your changes.

Facebook Page
(e.g. <https://www.facebook.com/EGSA/>):

Instagram Handle
(e.g. @egsa_power):

Contact Information

Headquarters Mailing Address
PO Box 73206
Washington, DC 20056
USA
Phone: 561-750-5575

Upcoming Events

Mon - Dec 11 **Basic School - Virtual (Online)**

Sun - Apr 7 **EGSA 2024 Spring Conference**

Sun - Sep 15 **EGSA 2024 Fall Conference**

[View All >](#)

[f](#) [in](#) [v](#) [i](#)

STEP 5

To Click Contact Info.

Sarah Cullen My Profile

★ Overview **Account** Organizations Purchases

Notifications Documents

Personal Info

Contact Info

Awards

Change Passw

Privacy

First Name: * Sarah

Last Name: * Cullen

Title:

Gender:

Show In Directory:

Job / Position:

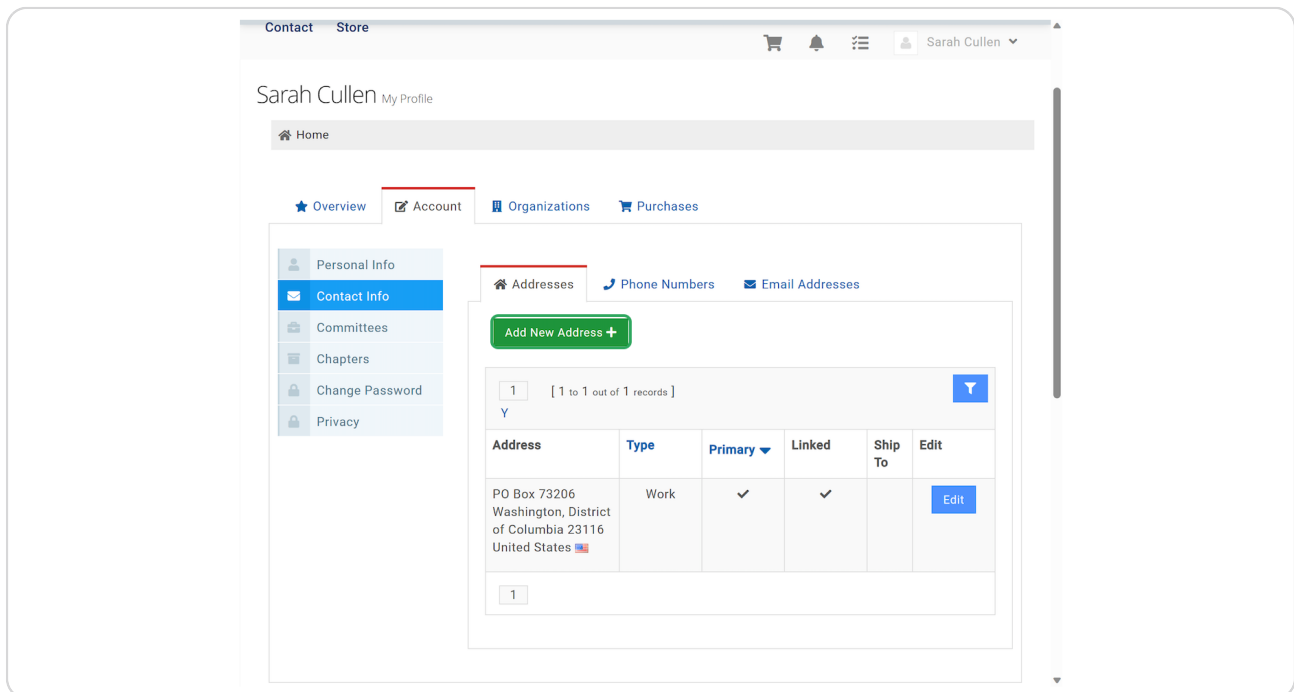
If you selected "Other" as a Job / Position, enter your position here:

Select your military status:

STEP 6

Modify your contact information.

Use the "Addresses", "Phone Numbers", and "Email Addresses" tabs to modify your contact information.



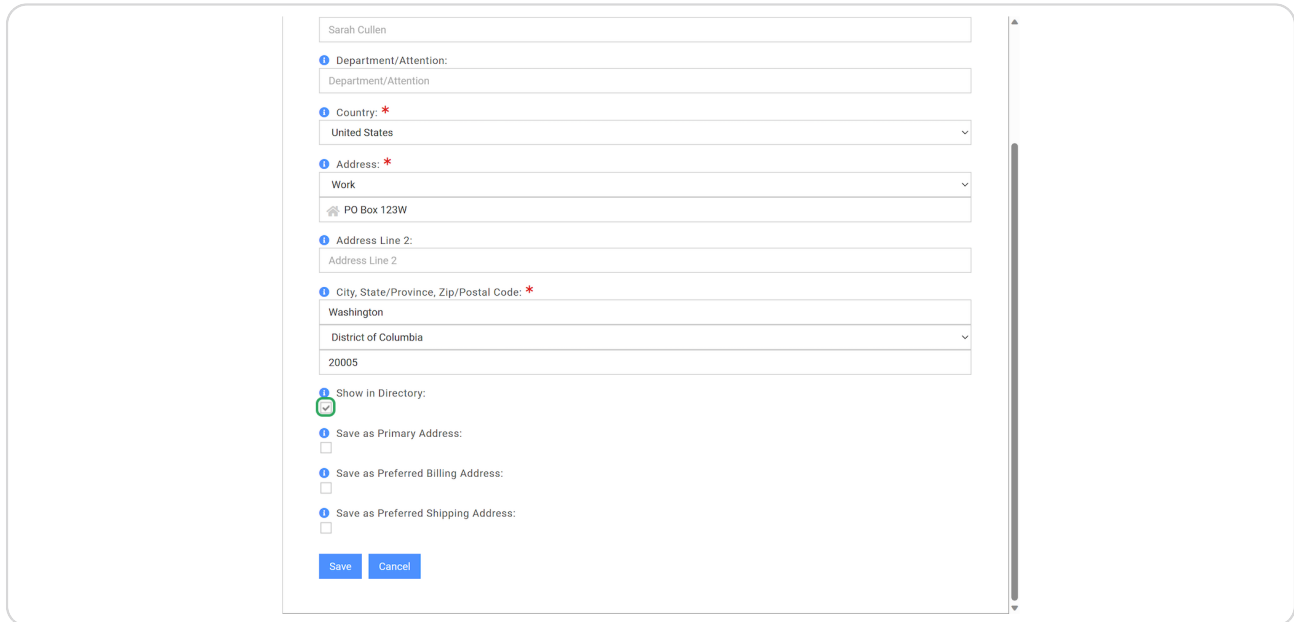
The screenshot shows a user profile page for Sarah Cullen. The page has a navigation bar at the top with "Contact" and "Store" links, and a user menu for Sarah Cullen. Below the navigation bar, there is a "Home" button and a set of tabs: "Overview", "Account", "Organizations", and "Purchases". The "Account" tab is active, and within it, there are sub-tabs for "Addresses", "Phone Numbers", and "Email Addresses". The "Addresses" sub-tab is selected, showing a table with one address record. A green "Add New Address +" button is visible above the table. The table has columns for "Address", "Type", "Primary", "Linked", "Ship To", and "Edit". The address listed is "PO Box 73206, Washington, District of Columbia 23116, United States" with a "Work" type.

| Address | Type | Primary | Linked | Ship To | Edit |
|---|------|---------|--------|---------|------|
| PO Box 73206 Washington, District of Columbia 23116 United States | Work | ✓ | ✓ | | Edit |

STEP 7

If you want your contact information to display in the Individual Member Directory, check "Show in Directory".

The same steps are used to modify phone numbers and email addresses.

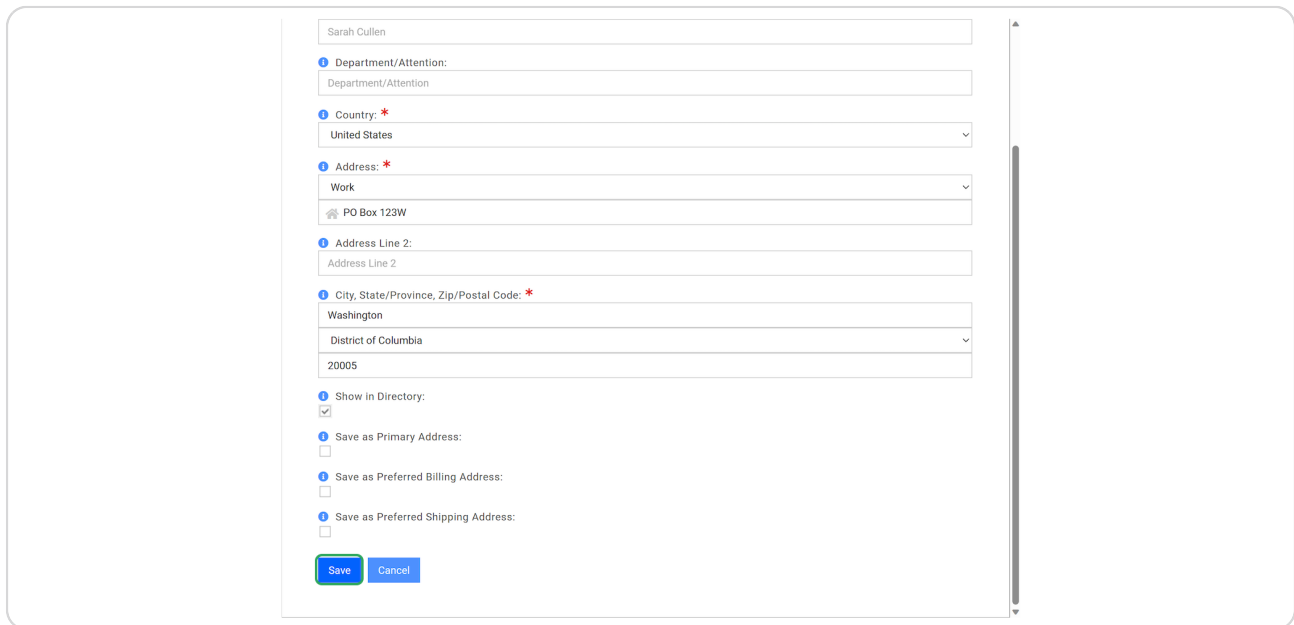


A screenshot of a contact information form. The form contains the following fields and options:

- Name: Sarah Cullen
- Department/Attention: Department/Attention
- Country: * United States
- Address: * Work
PO Box 123W
- Address Line 2: Address Line 2
- City, State/Province, Zip/Postal Code: *
Washington
District of Columbia
20005
- Show in Directory:
- Save as Primary Address:
- Save as Preferred Billing Address:
- Save as Preferred Shipping Address:
- Buttons: Save, Cancel

STEP 8

Click the "Save" button to save your changes.



A screenshot of the same contact information form as in Step 7. The form contains the following fields and options:

- Name: Sarah Cullen
- Department/Attention: Department/Attention
- Country: * United States
- Address: * Work
PO Box 123W
- Address Line 2: Address Line 2
- City, State/Province, Zip/Postal Code: *
Washington
District of Columbia
20005
- Show in Directory:
- Save as Primary Address:
- Save as Preferred Billing Address:
- Save as Preferred Shipping Address:
- Buttons: Save, Cancel