

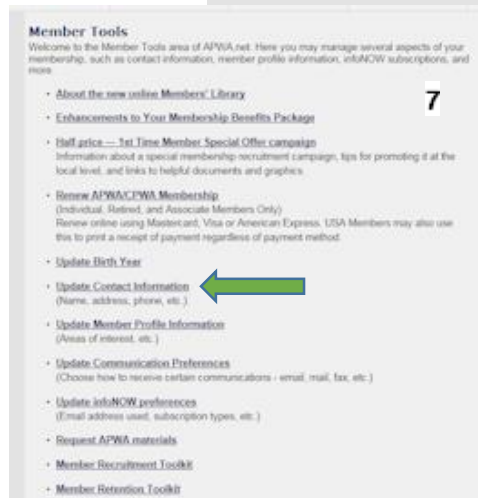
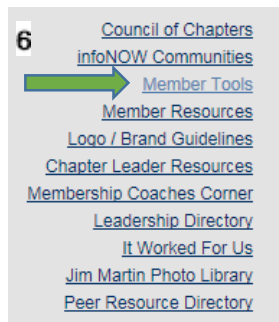
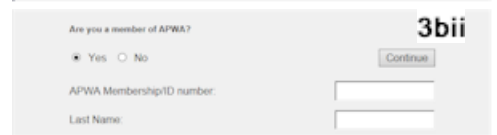
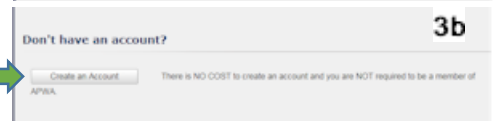
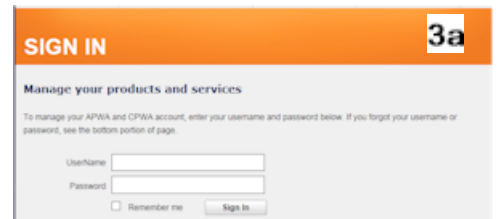
## Changing your Oregon APWA member information

Every member of Oregon APWA has a member file with National APWA. Oregon APWA receives this member information – including email addresses – from National. This information allows Oregon APWA to contact members – typically by email – with notifications about upcoming conferences and educational trainings, monthly luncheons and other member services.

### *It's easy (well, not too hard) to change your member information*

If you need to change your member information because of a change in employment, address, phone or email, follow these steps:

- 1) Start by going to [www.apwa.net](http://www.apwa.net) to **sign in**.
- 2) Click the “sign in” link (upper right below search box)
- 3) On the sign-in screen:
  - a) Enter your UserName and Password, **or**
  - b) Click on “Create an Account”
    - i) For “Are you a member of APWA member” click yes (because you want to edit your member data)
    - ii) Enter your APWA Membership/ID number (shown on your membership card or contact Oregon APWA membership chair Leslie Finnigan ([lfinnigan@ufsrw.com](mailto:lfinnigan@ufsrw.com)) and last name
    - iii) If you get a message that “Username exists with this membership record” and you don’t remember your password, click the “Forgot your password?” link to the left of the message.
    - iv) Follow the directions to complete
- 4) Now that your signed in, you’re ready to **change your member data**
- 5) Navigate to the Members Only section (you’ll be taken there directly when you sign in, or you can navigate from the top “Discover APWA” drop-down list)
- 6) Click on the “Member Tools” link in the left column
- 7) Click on “Update Contact Information” (email address is about halfway down the list) and make any other changes desired in your file
- 8) Remember to **Submit** (button at bottom of page)



And that’s it!