WBC WEBSITE

HOW TO UPDATE YOUR WEB PROFILE

1) Go to the WBC website www.wbcnet.org

2) On the home page, click on **My Profile** located on top right navigation bar
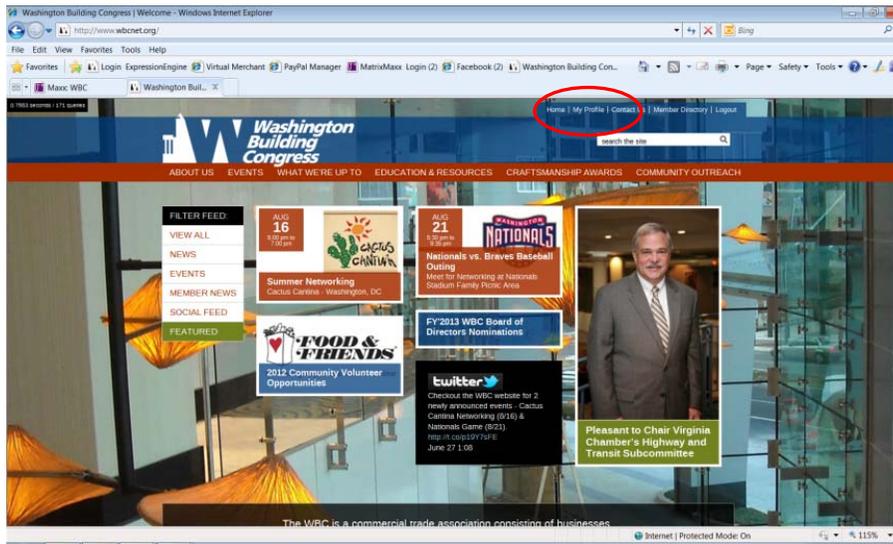
3) Click on **Manage Individual Profile** on the My Profile Page
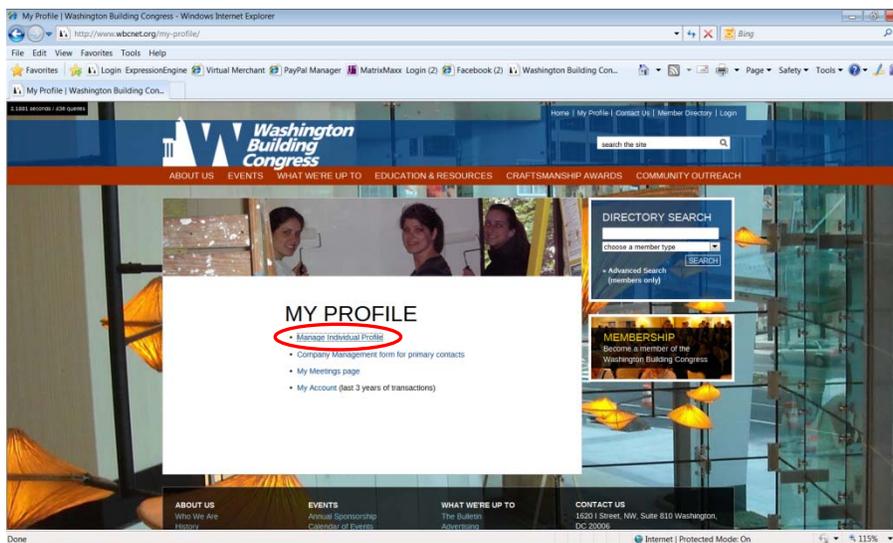
4) Enter your **User ID** and **Password**

NOTE:
If you don't know your username/password, you may already be in our database. Please **click on Obtain Password** to find out if you are in our database or not.
If you are <u>not</u> in our database, you will be prompted to create a profile at this point.

5) On My Profile Page, click **Edit** on Basic information to update:
   a) Nickname
   b) Email
   c) Login Information: Username and Password
   d) Title
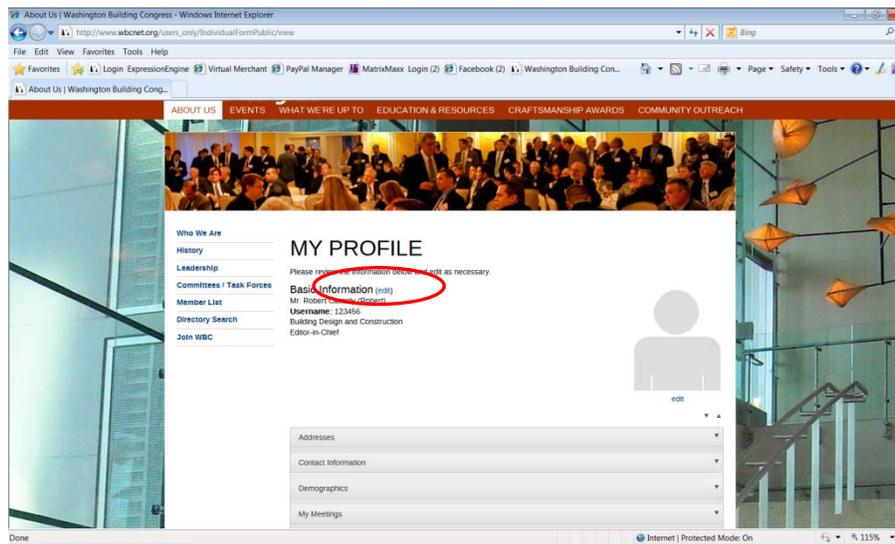
6) Also, on **My Profile Page**, you can update the following:

   a) Picture – click on **Edit** under the silhouette in order to add your picture to your profile
   a) Addresses – current address on file
   b) Contact Information – organization and individual phone numbers
   c) Demographics – professional designations, social networking, hammerheads (*****) and background information
   d) My meetings – list of upcoming meetings and recent meetings attended

(*****) *If you're under age 40, join us as a Hammerhead for special promotions and communications.*

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