

## Step 1: Log in to your Member Portal and select "My Account".

The screenshot shows the top navigation bar with links: Menu, My Account, Calendar, LRS, Directory, Contact Us, and Change Password / Email. Below this, the 'My Account' section is highlighted with a red box. It contains a list of links: My Account, Purchase Additional Products or Services, Make a Contribution, Your Committees, Add LRS Panels, Fastcase, and Membership Payments. Other sections include 'Events' (My Registered Events/Courses, View Events/Courses Calendar, CLE Tracking, My Discount Codes, Outstanding Event/Course Payments), 'Membership Directory' (Directory Search), 'LRS Cases' (View My Cases, LRS Payment Cart (0), LRS Payment History, My LRS Preferences, Client Survey Results), 'Publications & Forms' (Career Center, Lawyer Wellbeing Services and Member Assistance Program, Erie County Bar Foundation, The Bulletin - January/February Issue, News & Alerts, Member Portal FAQs), and 'Social Networking' with icons for LinkedIn, Facebook, and Twitter.

## Step 2: Ensure that the information contained in the "Office Address" block is current.

The screenshot shows the 'Member' profile form. The 'Office Address' section is highlighted with a red box. It includes fields for Phone (716 - 852 - 8687), Fax, Email (Copy Referrals to), Email (Copy LRS Reports to), Office Address1 (438 Main Street), Office Address2 (6th Floor), City (Buffalo), State (New York), Zip (14202), and County (Erie). There are also checkboxes for 'Same as Mailing' and 'Same as Firm'. The 'Firm Name' section is also visible, with a radio button selected for 'I am a member of a Firm/Gov Agency/Business/Sole etc...' and an 'Update your firm' button.

## Step 3: Scroll to the "Membership Communication & Directory Preferences" section and check off the information you would like published in the *Printed Directory*.

The screenshot shows the 'Membership Communication & Directory Preferences' section. It includes the heading 'Indicate your Directory Publishing Preferences. Check all that apply, unchecked boxes will be omitted'. There are two columns of checkboxes: 'Online Directory' and 'Printed Directory'. The 'Printed Directory' column is highlighted with a red box. The checkboxes are as follows:

Preference	Online Directory	Printed Directory
Publish my Name & Office Information in the Directory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish my Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish my Office Phone Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish my Photo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Publish my Biography	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Step 4: Click "Submit" at the bottom on the page to save your changes!