

## VIEWING AND EDITING YOUR PROFILE

The company administrator is the only person in your membership who can edit the profile, but every person listed under the account has a profile.

1. After you click on your name, you will see your company profile. Notice your member level, status and renewal information.

### My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [⚠ Invoices and payments](#) [Donations](#)

## Membership details

**Membership level** **Staff**  
*Bundle (unlimited)*  
*Subscription period: Unlimited*

**Membership status** **Active**  
Member since September 24, 2020

**Renewal due on** August 30, 2021

2. Click edit profile to update your company address, name, and email.

### My profile

[Edit profile](#) [My directory profile](#)

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## Membership details

**Membership level** **Staff**  
*Bundle (unlimited)*  
*Subscription period: Unlimited*

**Membership status** **Active**  
Member since September 24, 2020

**Renewal due on** August 30, 2021

## ARCHIVING OR ADDING COMPANY CONTACTS (APPLIES TO COMPANY MEMBERS ONLY)

### Archiving

1. Scroll to the bundle summary section of your profile.

## Bundle summary

Used so far 5

Your members [Becky Arledge](#) [Lisa Henley](#) [Sarah Kirkle](#) [Stacey Allison Steinbach](#)

Add member

2. Click on the contact's name. You will then be directed to that person's profile page. Once there, you can click archive to remove them from the company contact list. This is also the section where you can edit your company contact's profile if their email or other contact information has changed.

Edit profile

[My directory profile](#)

Archive

[Profile](#) [Privacy](#) [Email subscriptions](#) [Donations](#)

## Membership details

Membership level **Staff**  
*Bundle (unlimited)*  
*Subscription period: Unlimited*

Membership status **Active**

Member since October 15, 2020

Renewal due on August 30, 2021

User ID 55413485

Prefix

First name Becky

Last name Arledge

Organization TWCA

3. Once you click archive, you will see this confirmation message. If you accidentally archive someone who needs to be in your contact list, click restore and they will reappear in the company contact list.

## My profile



### Archived

You are viewing an archived bundle member record.  
[Return to bundle list and your own profile](#)

Restore

[Profile](#) [Email subscriptions](#) [Donations](#)

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### *Adding Members/Contacts*

1. Scroll to the bundle summary section on your profile page. Click “add member.”

## Bundle summary

Used so far 5

Your members [Becky Arledge](#) [Lisa Henley](#) [Sarah Kirkle](#) [Stacey Allison Steinbach](#)

Add member

2. Input the new contact’s information. Click save.