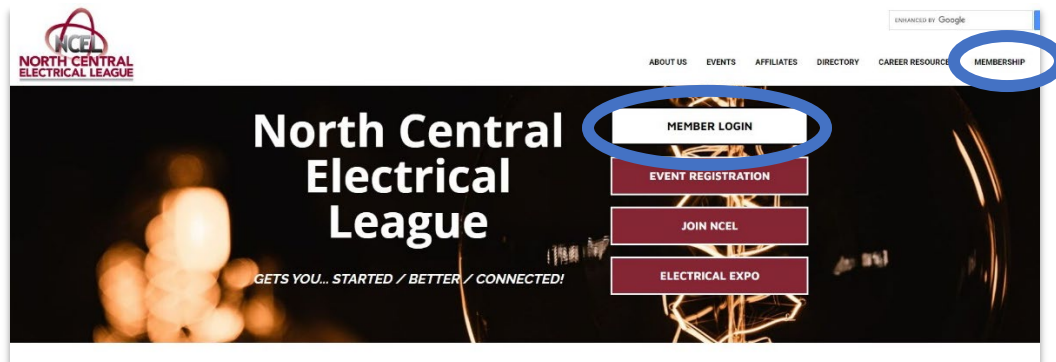


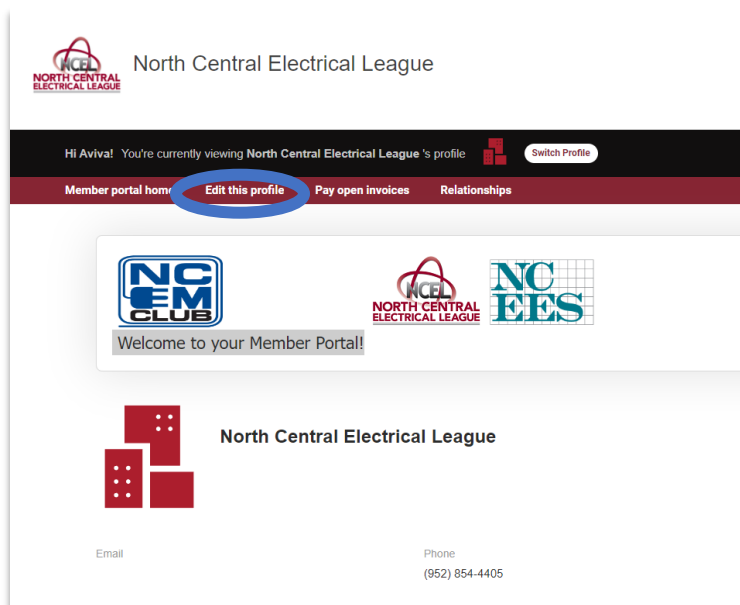
HOW TO EDIT AND UPDATE YOUR COMPANY'S INFORMATION

You will need your NCEL login information and have editor privileges assigned to your company. If you do not have either of these please contact NCEL at (952) 854-4405 and we will assist you.

1. Go to the North Central Electrical League website www.ncel.org
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.

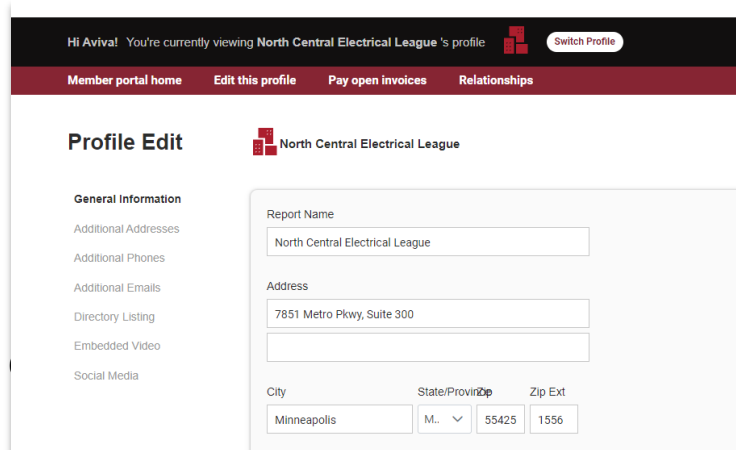


3. Select Edit This Profile located on the main menu page.



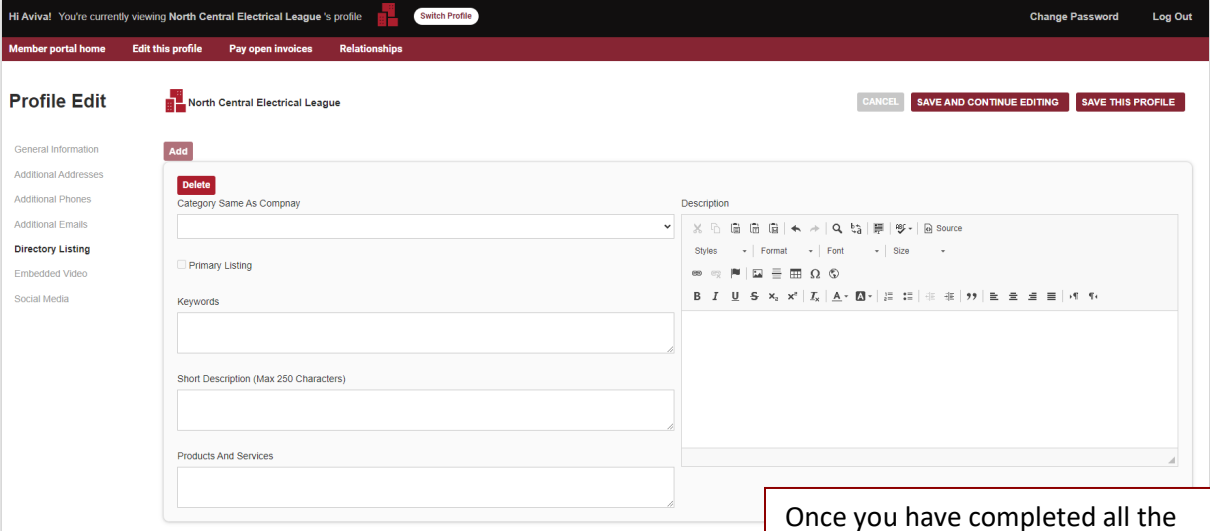
4. A Window will open on the to the general information about your company. Here you can change your company's mailing address, phone number and name.

Updated



HOW TO EDIT AND UPDATE YOUR COMPANY'S INFORMATION

5. If you would like to update your company's product lines for you directory listing, go to the directory listing category on the left side bar.



The screenshot shows the 'Profile Edit' interface for 'North Central Electrical League'. On the left sidebar, 'Directory Listing' is highlighted with a blue arrow. The main content area includes a 'Delete' button, a 'Category' dropdown set to 'Same As Company', a 'Primary Listing' checkbox, 'Keywords' and 'Short Description' text boxes, and a 'Products And Services' text box. A rich text editor for the 'Description' field is also visible. At the top right, there are three buttons: 'CANCEL', 'SAVE AND CONTINUE EDITING', and 'SAVE THIS PROFILE'.

Once you have completed all the changes select the maroon "Save This Profile" button at the top right.