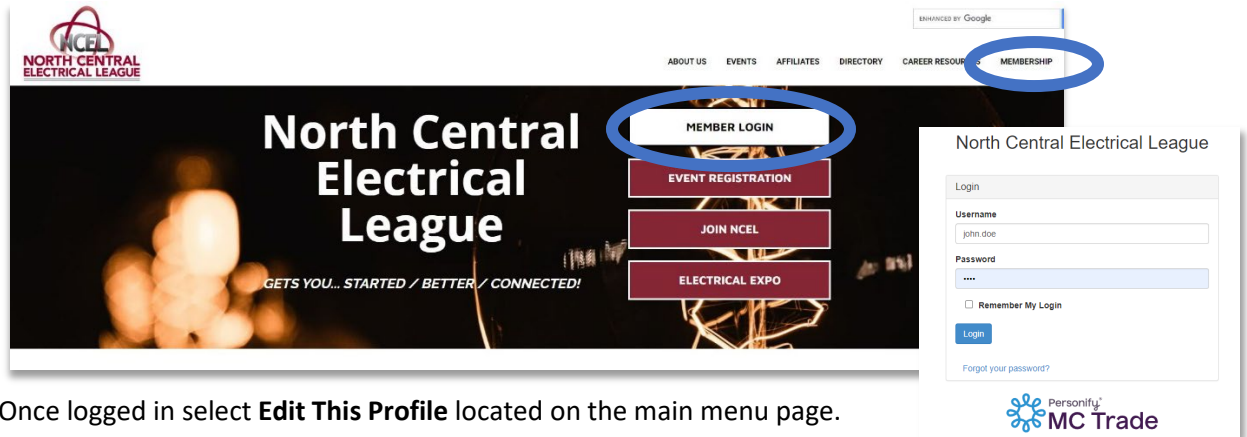


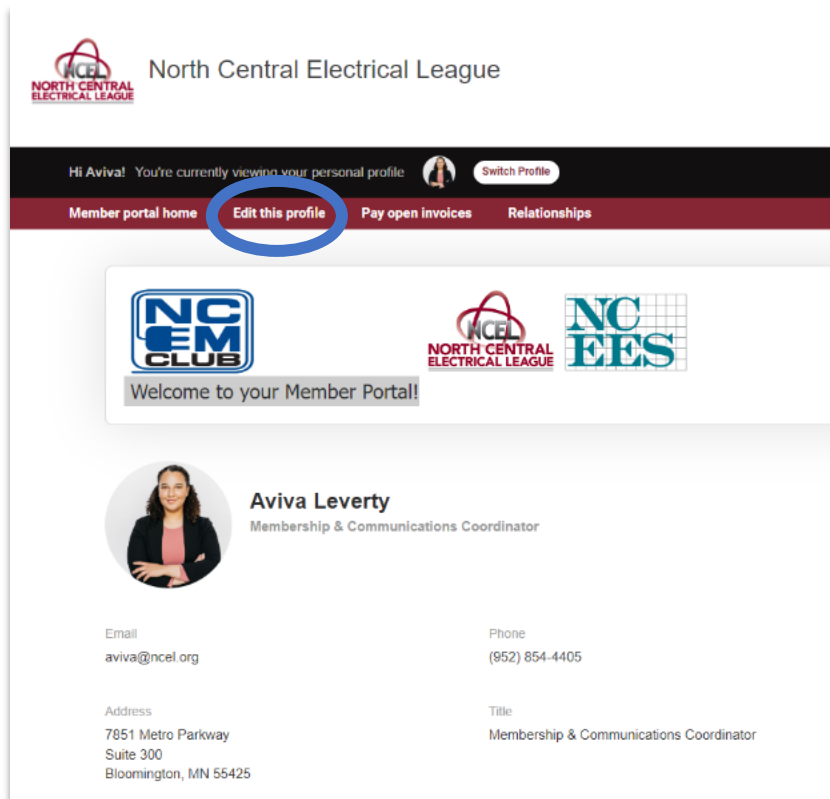
# HOW TO UPDATE YOUR PERSONAL PROFILE

You will need your username and password. If you are unsure of your username or password, please contact the NCEL office at (952) 854-4405 and we can assist you.

1. Go to the North Central Electrical League website [www.ncel.org](http://www.ncel.org)
2. Login to you 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. Once logged in select **Edit This Profile** located on the main menu page.




## HOW TO UPDATE YOUR PERSONAL PROFILE

4. A window will open. On the left side there is a gray list of categories in which you can edit. On the right is where you will make your changes and adjustments.

Hi Aviva! You're currently viewing your personal profile  [Switch Profile](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#)

### Profile Edit

 **Aviva Leverty**  
Membership & Communications Coordinator

**General Information**

- Additional Addresses
- Additional Phones
- Additional Emails
- Directory Listing
- Embedded Video
- Social Media

Prefix

First Name


MI

Last Name

Suffix

Organization Name

Report Name

 [Update this profile photo](#)

**General Information:** Here enter any changes you may have such a name personal title email and phone number. This information will be visible on your online directory listing.

\*For those of you who work from home please put your company address here

**Additional Address:** Any other mailing address you would like to have on file.

\*If you work from home, please put personal address here as a billing address to receive communication

**Additional Phone:** Any other phone number you would like to have on file.

**Additional Email:** Any other emails address you would like to have on file.

**Directory Listing:** Is for your online directory list.

**Social Media:** Link any social media accounts, you would like your directory listing.

**Update Your Preferences:** Where you will be able to select to be added to the PluggedIn mailing list to receive information about our young professionals' group.

5. Once you have made the changes select **Save This Profile** button at the top right corner.
6. Your changes will be approved by the end of the business day.