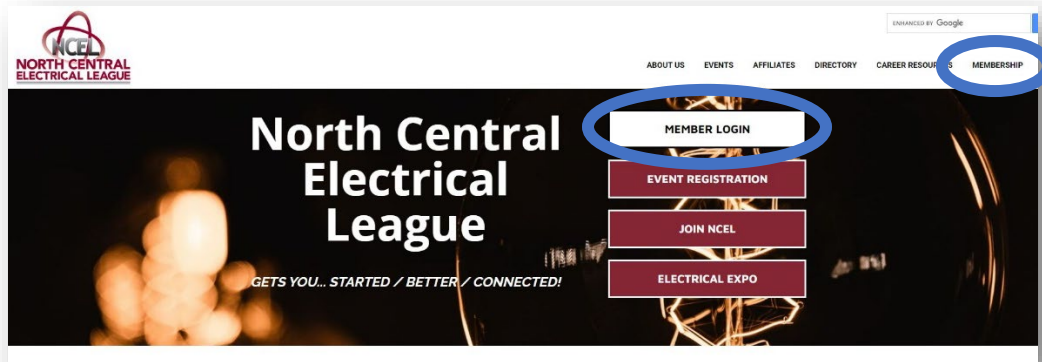


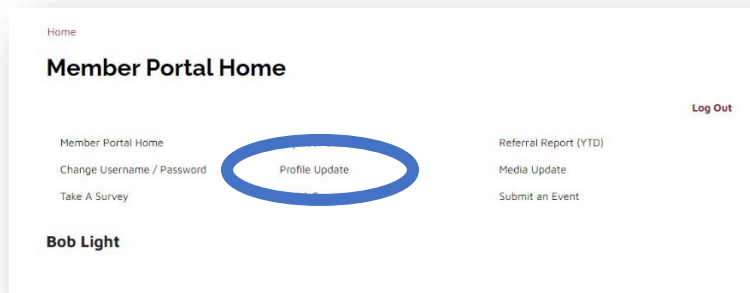
# HOW TO EDIT AND UPDATE YOUR COMPANY'S INFORMATION

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.

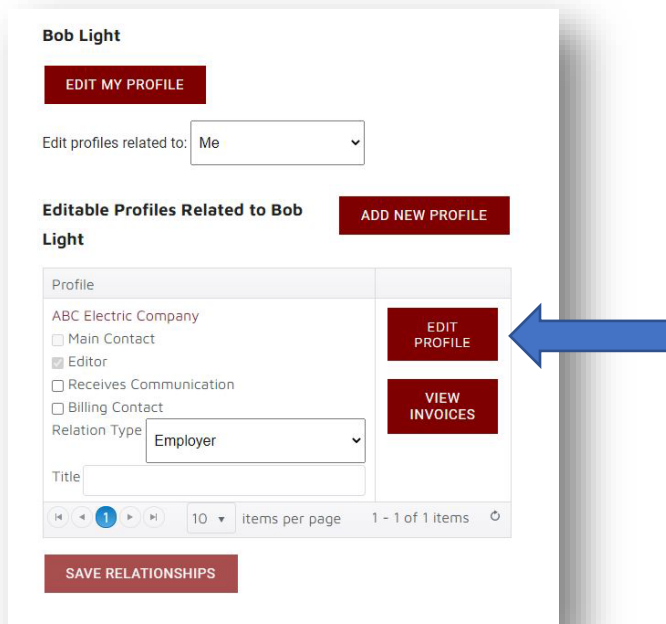
1. Go to the North Central Electrical League website [www.ncel.org](http://www.ncel.org)
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.



3. Select Profile Update located on the main menu page.



4. Select the edit profile button next to your company name.



## HOW TO EDIT AND UPDATE YOUR COMPANY'S INFORMATION

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

The screenshot shows a web form titled "ABC Electric Company" with a sidebar on the left containing menu items: General Information, Additional Addresses, Additional Phones, Additional Email Addresses, Directory Listing, Social Media, and Update Your Preferences. The "General Information" section is active and contains the following fields:

- Organization Name: ABC Electric Company
- Report Name: ABC Electric Company
- Address 1: 112233 Test Drive
- City: Minneapolis, State/Province: MN, Zip: 55116, Zip Ext: 5555
- Country: United States
- Work Phone: (123) 456-7890
- Home/Other Phone: (empty)
- Phone Default: Work
- Fax: (empty)
- E-mail: (empty)
- Website: www.notreal.com
- Preferred Method of Contact: (empty)
- Preferred Billing Method: (empty)
- Employees Full-Time: 0
- Employees Part-Time: 0

At the bottom of the form are three buttons: "Save and Keep Working", "Save and Submit", and "Close".

6. 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 "Directory Listing" section of the "ABC Electric Company" form. The sidebar on the left has "Directory Listing" selected. The main form area includes:

- An "ADD" button.
- Category: Manufacturer
- Description: `<p>I before E except after C <br /> And why two plus two makes four <br /> Now, now, now I@39;# gonna teach you <br /> Teach you, teach you <br /> All about love, dear, all about love <br />`
- Short Description (Max 250 Characters):  
A B C, easy as one, two, three  
Are simple as do re mi  
A B C, one, two, three
- Keywords: (empty)
- Primary Listing:  Primary Listing
- Delete:  Delete

A large blue arrow points down from the "Primary Listing" checkbox to the "Save and Submit" button at the bottom of the form. The bottom buttons are "Save and Keep Working", "Save and Submit", and "Close".

Once you have completed all the changes select the maroon Save and Submit at the bottom of the page.