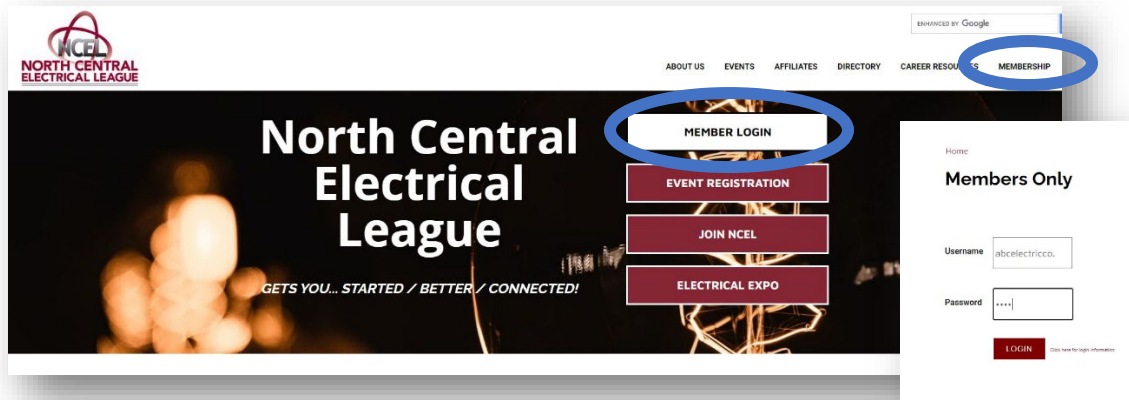


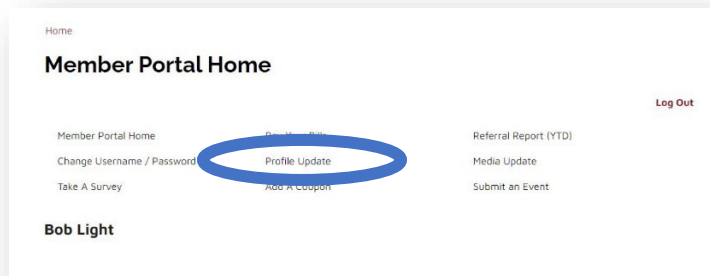
HOW TO UPDATE YOUR PERSONAL PROFILE

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.

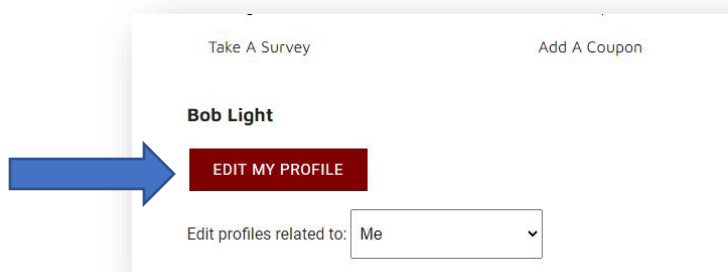
1. Go to the North Central Electrical League website www.ncel.org
2. Login to you member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.



3. Once logged in select **Profile Update** located on the main menu page.



4. Select the maroon **EDIT MY PROFILE**.



HOW TO UPDATE YOUR PERSONAL PROFILE

5. 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.

The screenshot shows a web application window titled "Bob Light". On the left, there is a sidebar with a list of categories: "General Information", "Additional Addresses", "Additional Phones", "Additional Email Addresses", "Directory Listing", "Social Media", and "Update Your Preferences". The "General Information" category is selected. The main area of the window is titled "General Information" and contains various input fields: "Prefix", "First Name" (Bob), "MI", "Last Name" (Light), "Suffix", "Report Name" (Bob Light), "Personal Title" (VP), "Address 1" (112233 Test Drive), "City" (Minneapolis), "State/Province" (MN), "Zip" (32165), "Zip Ext", "Country", "Work Phone" ((123) 456-7890), "Ext", "Home/Other Phone", "Phone Default" (Work), "Fax", "E-mail", "Website", and "Preferred Method of Contact". At the bottom of the window are three buttons: "Save and Keep Working", "Save and Submit", and "Close". Blue arrows point to the "General Information" category in the sidebar and the "Save and Submit" button.

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.

6. Once you have made the changes select **Save and Submit** button at the bottom of the page.
7. Your changes will be approved by the end of that business day.