

# How To Update My Profile

**First Step:** Click on **Membership** at the top of the home page.  
Click on **My Profile\*** along left-hand side of the page.  
Individual Username and Password is required.

Logged in as John Smith, Logout

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\*members only

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To edit your contact information please change the values displayed below and click the 'Post Changes' button.

**Contact Information:**

Prefix	First Name	M.I.	Last Name	Suffix
<input type="text"/>	John	<input type="text"/>	Smith	<input type="text"/>

Birth Date:  num/dd/yyyy

Phone #:  314-209-7142 \*

Fax #:  314-209-1289

Email:  \*

Firm:  ABC Funeral Home

**Primary Address:** Home  Business

Street Address:  12345 Main St. \*

Apt #:

City/State/Zip:  St. Louis \*  Missouri

Country:  United States

**Secondary Address:** Home  Business  Make This Address Primary

Street Address:

Apt #:

City/State/Zip:

Country:

\* = Required Field

**Contact Information:** Update any fields that require correction.

**Primary Address:** Initially, the primary address is marked as Business (versus Home). Note the two Radio Buttons. If necessary, update any fields that require correction. **Caution:** If you change this address that is marked Business, then you are changing the mailing address for your firm.

**Secondary Address:** Because OGR only mails information to the firm's mailing address, secondary addresses are completely optional. You may want to provide your home address for OGR's information only.

If you have made any errors or want to return to the original data, click **Reset Form** at the bottom of the page.

**Final Step:** Click on **Post Changes** at the bottom of the page. The system will ask you to review a final time and click the **Post Changes** button again. You will then receive a red message **OK: Your record has been updated.**

**Return to Start:** Once you have completed your updates, you can click on one of the section links at the top or along the left-hand side of the page.