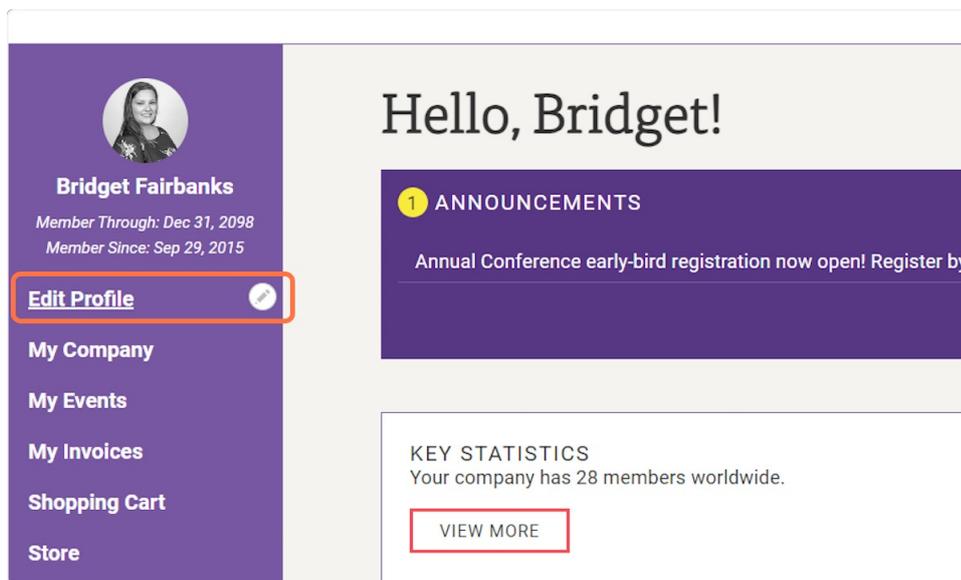


# How to Add Additional Chapters

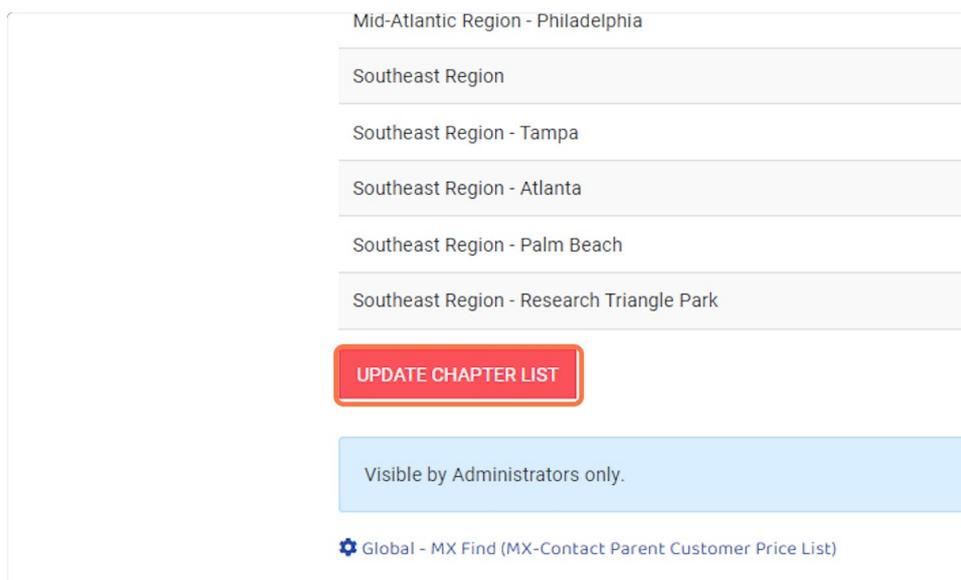
Last Modified on 08/04/2023 10:39 am EDT

1. Log into your HBA account

2. Click on Edit Profile



3. Scroll down to the "My Chapter Affiliation" section and you will see a sub-section of secondary chapters. Simply click "Edit Chapter List".



4. All of the chapters/regions will appear. Simply check or uncheck the chapters you want to receive email communications on.

| Add/Remove                          |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> |  |
| <input type="checkbox"/>            |  |
| <input type="checkbox"/>            |  |
| <input type="checkbox"/>            |  |
| <input type="checkbox"/>            |  |
| <input type="checkbox"/>            |  |
| <input checked="" type="checkbox"/> |  |
| <input checked="" type="checkbox"/> |  |

5. Click Save

|  |
|--|
| Western Europe Region - Brussels   |
| Western Europe Region - Frankfurt  |
| Western Europe Region - Suisse Romande   |
| Western Europe Region - Zurich-Zug   |
| <b>SAVE</b> <b>CANCEL</b>  |
| Visible by Administrators only.  |
|  Global - MX Find (MX-Contact Parent Customer Price List) |